





ANNUAL REPORT  
OF THE TRUSTEES  
OF THE  
PUBLIC LIBRARY  
OF THE  
CITY OF BOSTON

1898



BOSTON  
MUNICIPAL PRINTING OFFICE  
1899

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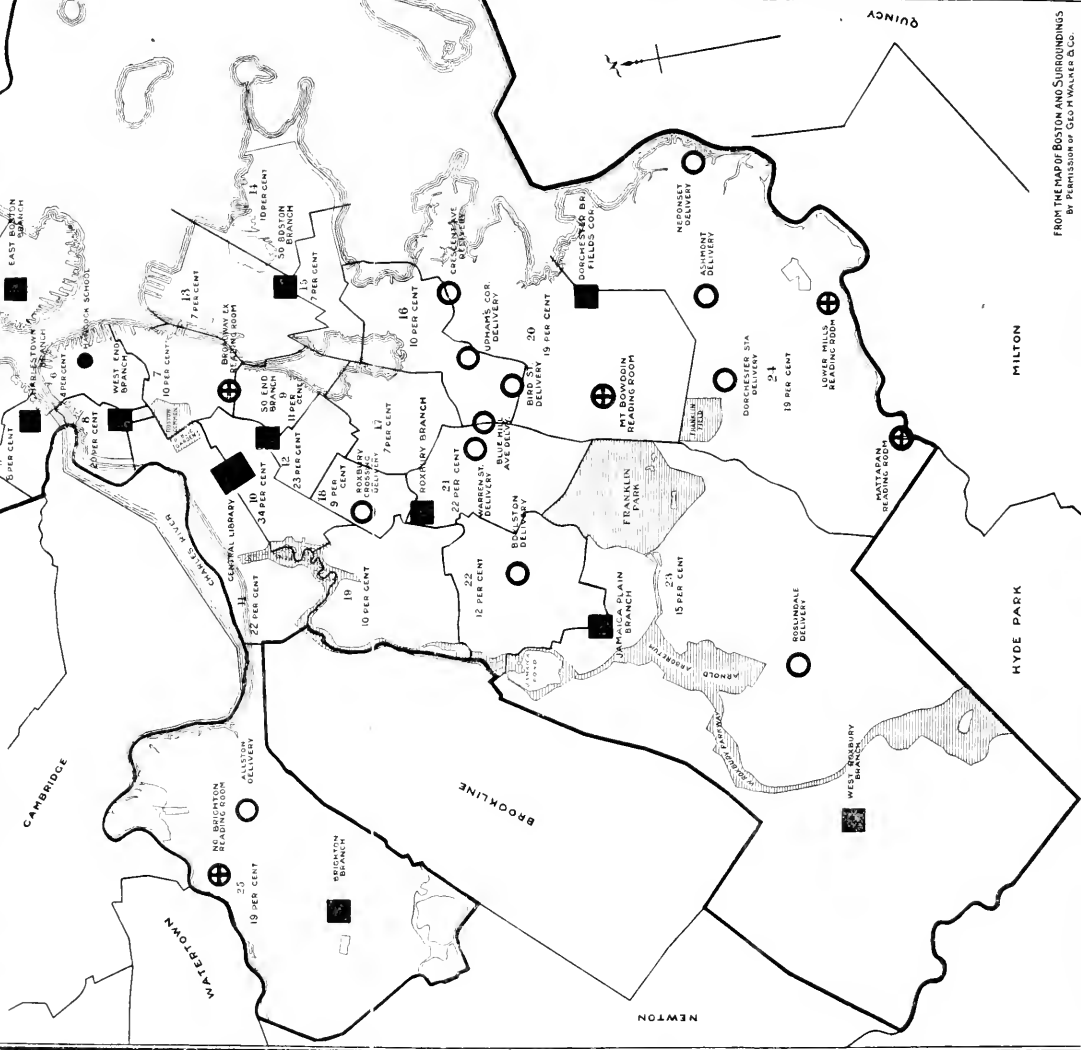
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FEBRUARY 1, 1908  
**MAP OF BOSTON**  
 SHOWING BRANCHES AND DELIVERY STATIONS  
 OF THE  
**PUBLIC LIBRARY**

- = BRANCH
- ⊕ = READING ROOM
- = DELIVERY STATION

THE PERCENTAGE OF CARD-HOLDERS  
 IN THE POPULATION OF EACH WARD  
 IS GIVEN UNDER THE WARD NUMBER.



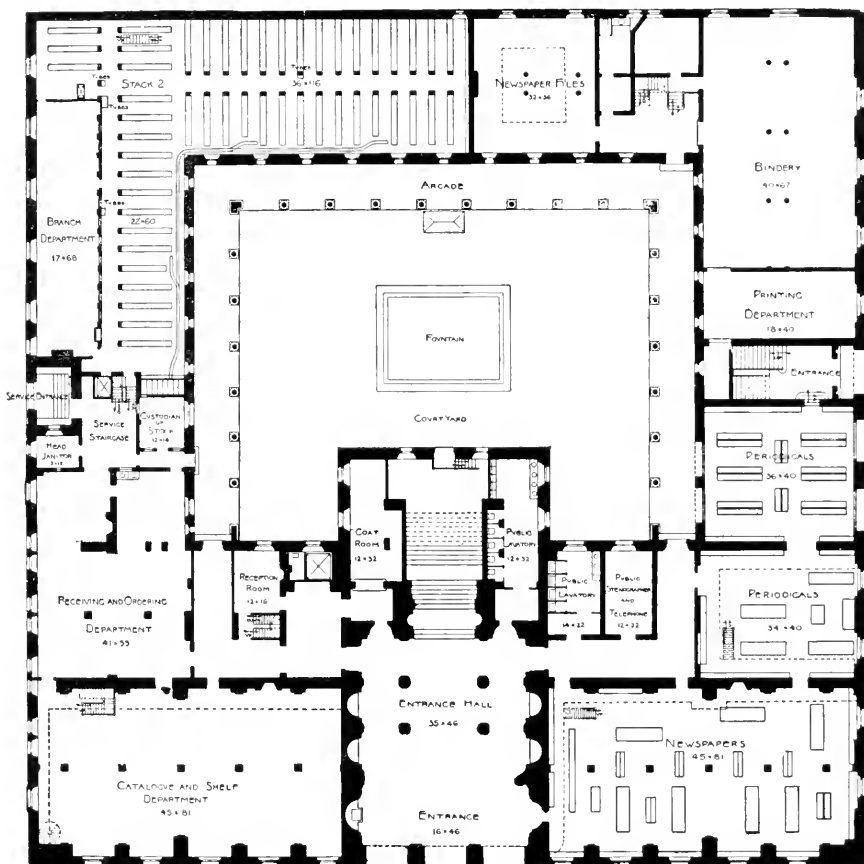


# LIBRARY SYSTEM, FEBRUARY 1, 1899.

DEPARTMENTS.	Opened.	Volumes, Jan. 31, 1899.	Circulated for home use, 1898-1899.
Central Library, Copley sq. Established May 2, 1854...	Mar. 11, 1835	550,822	422,849
East Boston Branch, 37 Meridian st.....	Jan. 28, 1871	11,814	60,435
South Boston Branch, 372 Broadway.....	May 1, 1872	14,912	75,407
Roxbury Branch, 46 Millmont st.....	July, 1873	32,859	86,023
Charlestown Branch, City sq.....	*Jan., 1874	31,956	54,927
Brighton Branch, Holton Library Building, Rock- land st.....	*Jan., 1874	13,886	36,217
Dorchester Branch, Arcadia, cor. Adams st.....	Jan. 25, 1875	15,413	55,768
South End Branch, English High School Building, Montgomery st. ....	Aug., 1877	13,909	88,408
Jamaica Plain Branch, Curtis Hall, Centre st.....	Sept., 1877	12,136	52,225
West Roxbury Branch, Centre, near Mt. Vernon st. ...	*Jan. 6, 1886	4,322	22,376
West End Branch, Cambridge, cor. Lynde st.....	Feb. 1, 1896	10,825	115,655
Station A. Lower Mills Reading Room, Washington, near River st.....	June 7, 1875	88	5,205
" B. Roshindale Delivery Station, 25 Poplar st...	Dec. 3, 1878	.....	13,501
" D. Mattapan Reading Room, River, cor. Oak- land st.....	Dec. 27, 1881	98	2,702
" E. Neponset Delivery Station, 49 Walnut st.....	Jan. 1, 1883	.....	3,895
" F. Mt. Bowdoin Reading Room, Washington, cor. Eldon st.....	Nov. 1, 1886	992	10,236
" G. Allston Delivery Station, 14 Franklin st....	Mar. 11, 1889	.....	9,041
" H. Ashmont Delivery Station, 4 Talbot ave....	July 26, 1890	.....	7,410
" J. Dorchester Station Delivery Station, 1 Mil- ton ave.....	Nov. 12, 1890	.....	8,886
" K. Bird Street Delivery Station, 6 Wayland st.	Jan. 22, 1892	.....	3,412
" L. North Brighton Reading Room, 56 Mar- ket st.....	May 9, 1892	76	3,914
" M. Crescent Avenue Delivery Station, 910 Dorchester ave.....	June 25, 1892	.....	7,057
" N. Blue Hill Avenue Delivery Station, 200 Blue Hill ave.....	July 1, 1895	.....	9,946
" P. Broadway Extension Delivery Station, 13 Broadway Extension.....	Jan. 16, 1896	1,582	27,718
" Q. Upham's Corner Delivery Station, 756 Dud- ley st.....	Mar. 16, 1896	.....	15,590
" R. Warren Street Delivery Station, 329 War- ren st.....	May 1, 1896	.....	11,873
" S. Roxbury Crossing Delivery Station, 1173 Tremont st.....	Jan. 18, 1897	.....	14,653
" T. Boylston Delivery Station, Lamartine, cor. Paul Gore st.....	Nov. 1, 1897	.....	9,875
" U. Ward Nine Delivery Station, 62 Union Park st.....	Dec. 27, 1898	.....	1,300

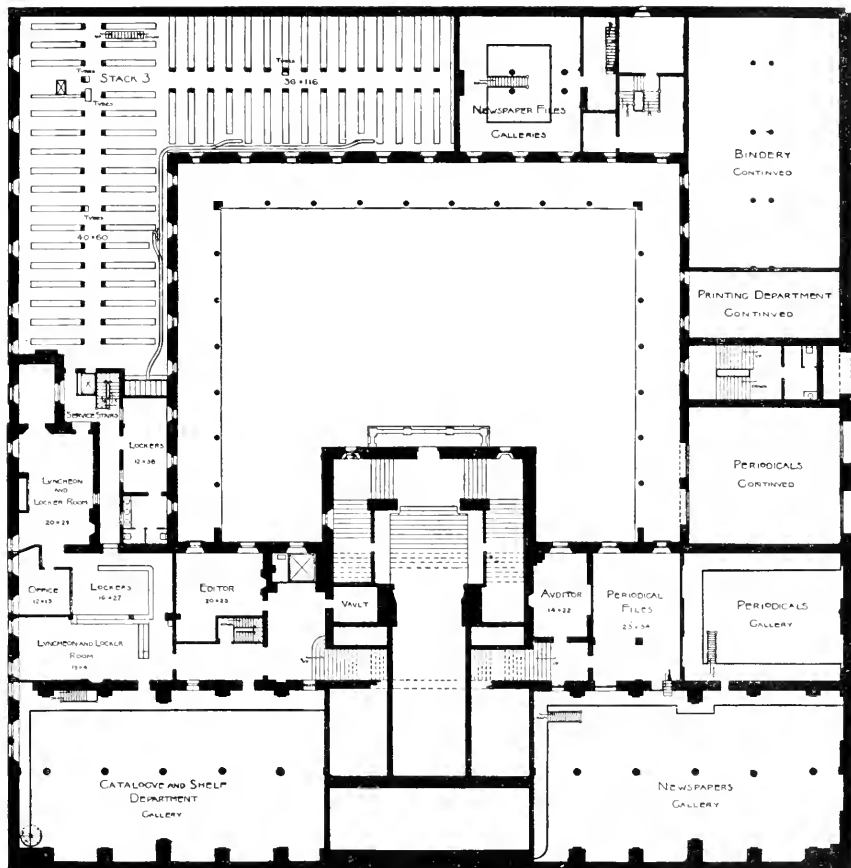
\* As a branch.





CENTRAL LIBRARY. GROUND FLOOR.

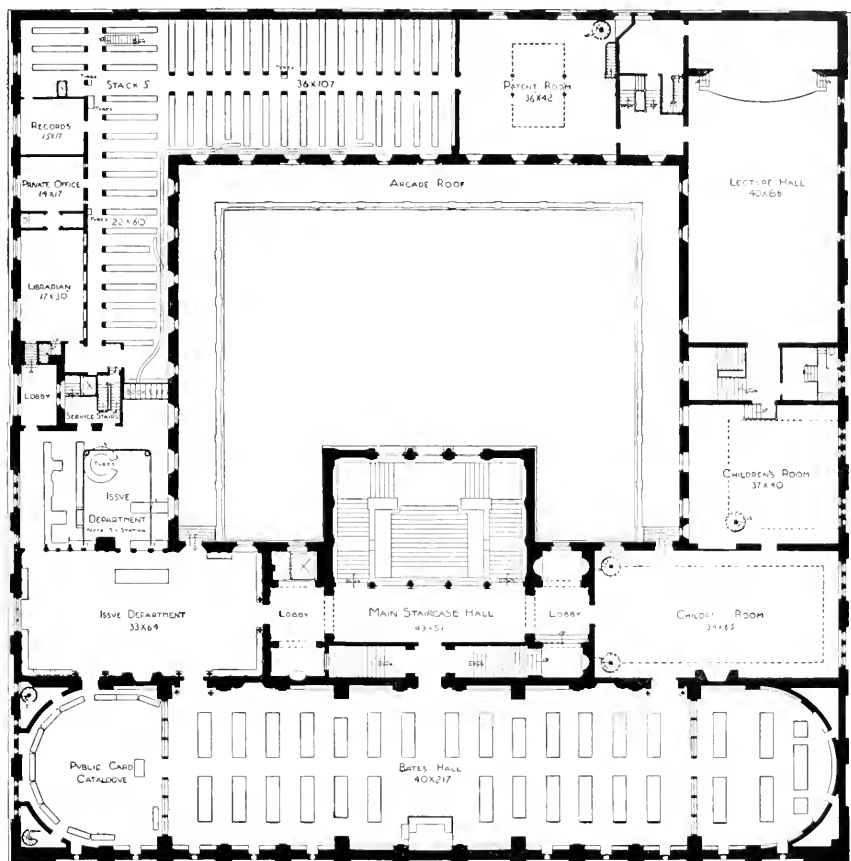




CENTRAL LIBRARY, ENTRESOL A.

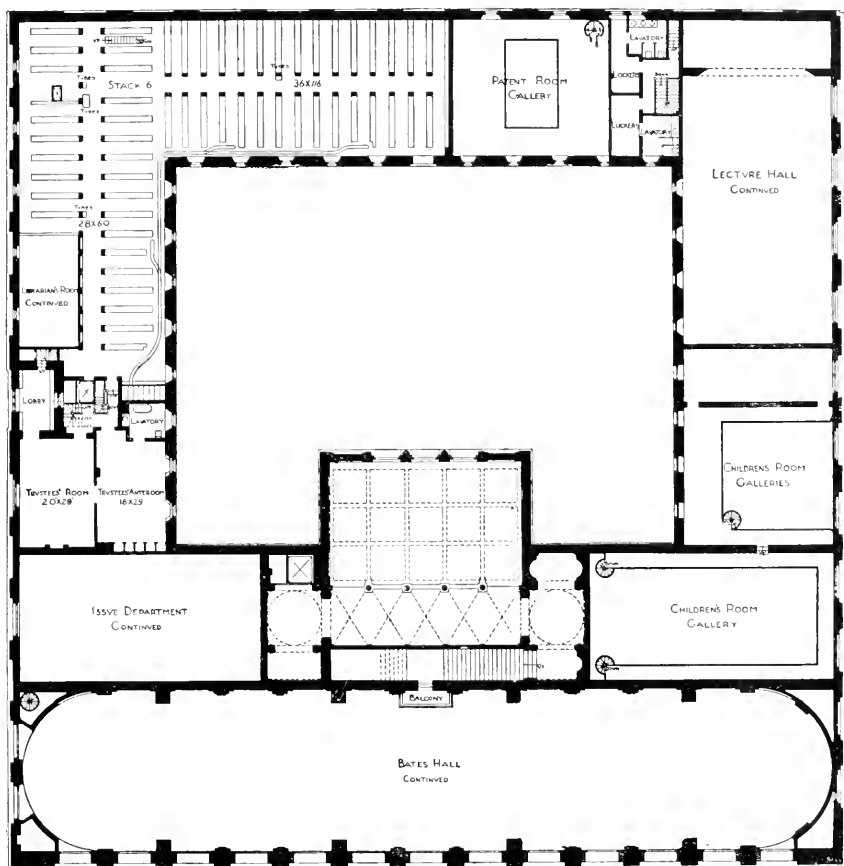






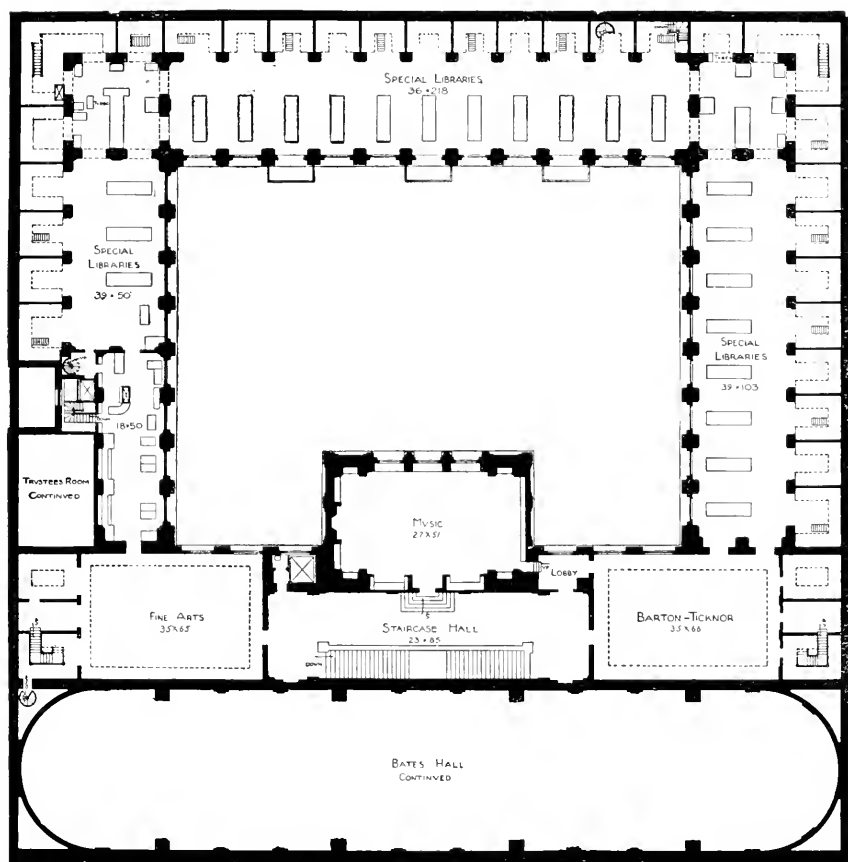
CENTRAL LIBRARY, BATES HALL.





CENTRAL LIBRARY, ENTRESOL B.





CENTRAL LIBRARY, SPECIAL LIBRARIES.



TO HIS HONOR JOSIAH QUINCY,

*Mayor of the City of Boston :*

The Trustees of the Public Library present the following report of its condition for the year ending January 31, 1899, being the forty-seventh annual report.

They include herewith, as a part of their report, that of the Librarian and its accompanying reports, including that of Mr. Worthington C. Ford, Chief of the Department of Documents and Statistics, together with the report of the Examining Committee. These reports contain details of which the Trustees in this report present only a partial summary.

An exact account of the receipts and expenditures of the Trustees for the past year is found in the reports of the Librarian and of the Auditor, but these statements do not exhibit in a simple form the income and expenditures which may be said strictly to belong to the year.

1898-1899.

The cost of maintaining the Library during the year 1898-1899 was :

Salaries . . . . .	\$162,690 48
Books . . . . .	29,035 04
Periodicals . . . . .	5,900 06
Newspapers . . . . .	2,146 44
General maintenance . . . . .	64,808 02
	<hr/>
	\$264,580 04

Of this amount

The city appropriated . . . . .	\$246,855 87
The trust funds yielded . . . . .	13,674 11
	<hr/>
	\$260,529 98

The balance of the cost . . . . . \$4,050 06  
was obtained from miscellaneous gifts, etc.

This statement does not include balances of preceding years which were subject to charges for outstanding orders for books and similar appropriations incurred prior to the year covered by this report, but attempts to show in general the means at the command of the Trustees during the year for the maintenance of the Library, including the purchase of books.

Two sources of income, viz., the rents of the old Library building and the proceeds of fines and of the sales of the publications of the Library, of which the Library had heretofore received the benefit, were no longer available. By the requirements of the appropriation bill of 1898, sums received from these sources were paid into the City Treasury. In consequence, the means at the disposal of the Trustees for the general purposes of the Library were less by about \$2,000 than in the preceding year, although the general appropriation by the city exceeded that of the preceding year by \$10,000.

The preparation of the publications of the Library involves a cost of over \$4,000 annually, and this expense is paid from the general appropriation. The cost of collecting the fines due the Library amounts to about \$1,500 annually, and this cost is also paid from the general appropriation. It seems just to the Trustees that the proceeds of the sales and of the fines should both be allowed to the Library, or that the expenses incurred by them in these regards should be reimbursed to them and not made a charge upon their general resources.

It has been for some time obvious that it was desirable to make certain alterations and improvements in the Library Building as originally constructed, not so much by way of addition to it as for the purposes of better administration, especially with reference to the more rapid delivery of books, for better accommodation of readers, and for better ventilation and general sanitary arrangements. There were no funds in the possession of the Trustees available for these purposes. Under the authority of an Act of the Legislature



passed in the session of 1898 and the subsequent action of the City Council, a special appropriation of \$100,000 was provided. This sum, together with portions of some small balances of the original appropriations for the construction and furnishing of the building, have been expended during the past year for the purposes described. The details of the work are exhibited in the Librarian's Report. It is substantially completed, and has greatly improved the convenience and healthfulness of the Library, both for the public and those employed in it, has added greatly to the efficiency of its administration, and to a degree in excess of the expense incurred.

The use of the Library constantly increases. This increase is shown in various ways. The number of card holders for 1897 was 64,973; for the year 1898 it was 72,005, showing an increase of 7,032, or nearly 11 per cent. The increase of the circulation of books and of visitors and readers, both at the Central Library and the branches, furnishes additional evidence of such increased use.

This increased use involves additional expense of the administration of the Library and such additional expense the Trustees have been able to meet chiefly by diminishing the purchases of books. It is upon this item of expenditure that the pressure of economy immediately falls. Accordingly the increase of the Library in volumes purchased has been considerably less during the past year than in the preceding. In 1897, 33,131 volumes were added to the Library, but in 1898 only 25,470 — a number less by 7,661.

The Trustees find it difficult, with the means at their command, to supply the Library and its branches with the popular publications of the day. It is only from the slender income of the Trust Funds that they can procure the rarer books needed to maintain the general character of the Library as one valuable not merely to supply entertainment, but also as one useful to the mechanic, the student and the scholar. The Library is greatly in need of means to

purchase the rare historical material occasionally offered for sale, and otherwise not easily to be obtained, especially that relating to the history of Boston and of New England, which the Trustees consider it their especial duty to collect.

The general condition of the books in the Library is good, but prudent management calls for the expenditure of a much larger sum than the Trustees have at their command for the rebinding and repair of many volumes. At least \$20,000 could be wisely expended for these purposes and this sum is required by true economy.

Requests are continually presented to the Trustees for the permanent improvement of certain branches, for the establishment of new delivery stations, and for similar expenditures. The means at their command have enabled them to comply with but a small portion of these requests. Four additional public schools and one branch post office have been made deposit stations, and one delivery station has been supplied with a deposit collection. These additions represent the expansion of the Library system during the past year.

With respect to the financial position of the Library the Trustees report that they have kept their expenditures strictly within their means. No expenditure or obligation is incurred beyond the limit of such means, and consequently there is no deficit at the close of the year. It is, of course, obvious that unless these means increase in proportion to the use of the Library and the growth of the city it will be impossible to maintain its present rank and usefulness.

The Trustees have added a new department this year to the Library, that of Documents and Statistics. In June, 1898, the American Statistical Association presented to the Library its valuable collection of books and pamphlets numbering about 5,000 volumes. These, together with the Public Documents and other similar economic and sociological material already in the possession of the Library, constituted a valuable collection which the Trustees were satisfied could be made available for great service to the public. It furnishes the means for investigations tending to the improvement of laws, of social conditions and the expansion of trade. Accordingly, this department was created and Mr. Worthington C. Ford was appointed its Chief. Mr. Ford was formerly Chief of the Bureau of Statistics of the Treasury Department at Washington and brings to the service of the Library the benefit of his large experience. The Trustees ask attention to the reports of the Librarian and of Mr. Ford, which contain an extended description of the value and purposes of the department and an account of what it has thus far accomplished.

There has been presented to the city of Boston and deposited in the Library a copy in marble, made by John Hutchison, R.S.A., of the bust of Sir Walter Scott now placed in Westminster Abbey by the Committee on the Scott Memorial.

Mrs. Robert Louis Stevenson has presented to the Library twenty-four wooden blocks engraved by Mr. Stevenson himself, impressions of which were reproduced in the Bonus Volume of the Edinburgh Edition of his works.

Other gifts of interest and value are enumerated in the Librarian's report. While the Trustees are of the opinion that it is undesirable to make the Library in any sense a museum of curiosities, yet there are many objects of art and literature which find an appropriate place in it, and are both interesting and instructive. Such gifts they welcome.

They again call attention to the great need of permanent endowments for the Library. It is chiefly from such sources that the permanent value of the Library can be secured.

The large inner court of the Library Building possesses great architectural beauty, but it is incomplete, and affords room for much greater additional natural and artistic decoration. The open area offers a field for the display of shrubs and flowers; and sculpture and other works of art would find most appropriate positions. The Trustees hope that some generous giver may recognize here his opportunity.

The Committee appointed by the Trustees to examine the Library during the past year consisted of:

J. Bapst Blake, M. D.	Hon. Henry W. Bragg.
Hon. Patrick A. Collins.	Rev. Arthur T. Connolly.
E. Winchester Donald, D.D.	Wm. H. Ensworth, M.D.
Mr. C. W. Ernst.	Miss Gretchen Field.
Mr. Alfred Hemenway.	Mr. Thomas Hills.
Mr. John H. Lee.	Mr. A. Lawrence Lowell.
Miss E. F. Mason.	Mrs. Elizabeth F. Parker.
Mr. James J. Roche.	Mr. Charles P. Searle.
Mrs. Sarah H. Williamson.	Mr. Frank Wood.

A copy of their report is submitted herewith.

A detailed account of the work of the Departments of Cataloguing, of Publications, and of Printing, is contained in the Librarian's report. The Trustees believe that the publications of the Library, especially the Bulletins and Special Bibliographical lists, contain much not merely of temporary, but of permanent value, and they believe also that the mechanical execution of these publications is highly creditable. The account of the work of the Catalogue Department

reports the progress of the department, and the Trustees ask attention to it, as well as to the special reports of the Chief of the Department.

The Library has suffered by the deaths and resignations of some of those employed in its service.

The most conspicuous loss was occasioned by the death of Mr. Arthur Mason Knapp, who was twenty-four years in its service, and for twenty years the custodian of Bates Hall. His experience, ability and fidelity were universally acknowledged, and possessed an added charm by reason of his agreeable personal traits.

His successor is Mr. Oscar A. Bierstadt, who brings from the Astor Library in New York an experience which should well fit him for similar duties here.

In conclusion, the Trustees report that they believe that, with the facilities furnished by the recent expenditures, the Library, as a building, meets as well as possible the public needs. The graded system of service and appointment now for several years established secures fidelity, interest and a sense of permanence on the part of those employed. The Trustees believe that the Library not merely supplies a valuable school of instruction to those resident within the limits of the city, but secures for Boston a wide reputation for a liberal and wise public expenditure, of which it may well be proud.

FREDERICK O. PRINCE,  
*President.*

SOLOMON LINCOLN,  
*Vice-President.*

JOSIAH H. BENTON, JR.

HENRY P. BOWDITCH.

JAMES DE NORMANDIE.

Adopted May 1, 1899, as of February 1, 1899.

Attest:

JAMES DE NORMANDIE, *Clerk Pro Tem.*

## LIBRARIAN'S REPORT.

*To the Trustees :*

I have the honor to submit my report for the year ending January 31, 1899.

The library system has been augmented during the year only by the establishment of one additional delivery station (Station U, established December 27, 1898). But a new department of work has been created at the Central Library (the Department of Documents and Statistics), and the scope of existing departments has, in certain cases, been enlarged. Four additional schools and one branch post office have been made deposit stations. To the only delivery station lacking a deposit collection at the beginning of the year this feature has now been added. So that the outlying system now comprises :

Ten branches, with large permanent collections of books.

Five reading-rooms, all of them also delivery and deposit stations, and one, Station P, having also an independent permanent collection of books.

Thirteen delivery stations, all also deposit stations.

Twenty-two engine-houses and one post office receiving books regularly on deposit.

Four public schools (two high and two grammar) receiving deposits.

One public school — a delivery station.

Five public institutions receiving deposits.

A total of sixty-one outlying agencies, as against fifty-seven on February 1, 1898.

The recent alterations at the Central Library building were not designed to provide for additional departments of work so much as to enlarge the facilities of existing departments. They have, nevertheless, secured accommodations for the new department of Documents and Statistics ; and in freeing the Lecture Hall have reopened opportunity for a service to the public not hitherto fairly entered upon by the Library.

## FINANCE.

*In General.* — The Auditor's statement (Appendix I. of this report) shows in detail the receipts and expenditures of the Library during the year. Included, as heretofore, is a comparison of the expenditures from the general appropriation with those of preceding years. This table begins

naturally with the year 1895, for with that year, and the re-organization of the Library in the new building, a new scale of expenditures was entered upon. The comparison is item by item, except as certain items have been divided under a new classification adopted in consultation with the City Auditor during the past year.

The business of the Library increases progressively, though in irregular progression, from year to year. Tested by one statistic alone — the number of card holders (64,973, February 1, 1898, 72,005, February 1, 1899) — the increase during the past year has been 10 per cent.; taking the departments as a whole, and including departments (such as the Statistical) newly created, an estimate of 10 per cent. as an average increase in volume of work done would not be excessive.

The cost of service in 1898 exceeded that in 1897 by over \$8,000 (an increase of 6 per cent.); that of cleaning increased \$2,000; and expenditure for repairs, and for furniture and fixtures (requisite in connection with alterations at the Central Library and Branches), exceeded that for 1897 by some \$8,000.

A reference to the Auditor's statement will show that the total expenditure from the city appropriation in 1898 (\$246,855.87) was nevertheless practically no greater than in 1897 (\$246,541.79).

The estimated cost of maintaining the Library		
during the year as submitted to the City Gov-		
ernment in December, 1897) was . . . . .		\$263,401 88
The amount granted (general ap-		
propriation) was but . . . . .		\$245,000 00
Appropriated later for Statistical		
Department by transfer . . . . .		1,498 98
Balance from 1897 . . . . .		356 89
		<hr/>
		246,855 87
		<hr/>
Discrepancy . . . . .		\$16,546 01

which amount represented estimated expenditure to be avoided if the department was to come through the year without a deficit.

The expenditure was avoided, and the department has come through the year without a deficit. But it has done so only by reducing the purchase and rebinding of books below a proper and economical level, and by omitting purchases of fuel, stock and supplies usually made toward the end of the fiscal year. The cost of these latter is to draw heavily upon the appropriation for 1899 at the very beginning of the new

fiscal year. The estimates for 1899 have, therefore, sought to provide for arrearage of purchase in several directions, and in part for the great arrearage in binding (particularly explained below), as well as for necessary increase of the payroll under the graded service system.

The total amount requested for 1899 was \$287,059.

The amount appropriated, however, is but \$255,000.

It is to be observed that two sources of income available prior to 1898 were cut off at the beginning of that year. One was rentals from the Old Library building, the other was receipts from fines and sales of Library publications.

The rentals yielded in 1895	.	.	.	.	.	\$3,101 98
“ 1896	.	.	.	.	.	5,749 00
“ 1897	.	.	.	.	.	8,600 00
“ 1898	.	.	.	.	.	10,000 00
The fines and sales in 1895	.	.	.	.	.	3,560 91
“ 1896	.	.	.	.	.	4,177 41
“ 1897	.	.	.	.	.	5,091 74
“ 1898	.	.	.	.	.	5,552 32

The appropriation bill of 1898 provided that all such revenue of the department should be turned in to the general income account of the city. It is no longer specially available for this department.

While, therefore, the general appropriation for 1898 exceeded that for 1897 by \$10,000, the actual income of the Library applicable to general purposes was in 1898 (excluding balances) nearly \$2,000 less than in 1897.

The sale of the Old Library estate would in any event put an end to revenue from rentals. The receipts from fines and from sales represent, however, a continuing contribution by the department to the general income of the city. It is to be remarked that the gross receipts which the Library is required to turn over make no deduction for expense incurred by the Library in collection (of fines) and cost of production (of material sold). The cost to the Library of collecting \$4,800 of fines is over \$1,500. The cost of producing the publications sold is far in excess of the gross receipts from sale.

Prior to 1898 receipts from such petty income were used temporarily to meet petty current expenses and book bills less than \$10, payable by the Library Auditor, an adjustment being made monthly. By an order approved March 3, 1898, the City Council authorized the transfer to the Library of a lump sum of \$1,500, to be used for such purposes, the amount being charged to the appropriation of the department,

and a final adjustment with the appropriation being had before the close of the fiscal year.

The sum of \$1,498.98, noted above, was transferred by the Mayor from the Reserve Fund to cover the expense for a *fraction* of the year of the Statistical Department, established in July, 1898. Two thousand five hundred dollars was authorized, but only \$1,498.98 proved to be necessary.

With each year of its development the Library requires a larger sum for its maintenance.

The increase in the aggregate only keeps pace with the growth of population of the city,<sup>1</sup> and with the increase in the volume of work which the department is called upon to do. In these respects the Public Library is on no different basis from the Public Schools. It also is not a single isolated institution within rigid limits, but is a *system* attempting to respond to the needs of a city fast growing in population and in needs. It also, by its own very growth, creates a new demand, and the needs to which it responds not merely grow in volume, but develop continually in character. It cannot remain stationary: if it does not advance and expand it must degenerate.

*Permanent Improvements.*—A most important contribution on the part of the City of Boston was the sum of \$100,000, to be expended "upon the new Library building and the fittings thereof."

Of the total sum of \$100,000, \$13,654.85 was required for work already done and paid for by advance from the original building appropriation. This left \$86,345.15 available for the work undertaken since May, 1898. This work, when completed, will have exhausted the entire amount.

*Endowments.*—One further endowment has recently become effective. This is a gift of a principal sum of \$2,852.41, contributed by relatives and friends of the late Henry Sargent Codman, to form a memorial fund. The income will be used in the purchase of books upon landscape gardening—a designation most appropriate, as the gift is to the memory of a landscape architect of achievement and great promise.

With this fund the endowments of the Library aggregate but \$270,000. Of this \$50,000 is the Todd Newspaper Fund. The total of endowments the income of which is applicable to the purchase of books is but \$220,000. The

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<sup>1</sup> The increase as between 1894 and succeeding years is, of course, disproportionate, 1895 being the first year in the new building, and involving a different scale of activities and expenditure.



income of this is but a little over \$9,000 per year. Under necessary reinvestment at lower rates of interest this income is steadily diminishing.

The appropriations granted by the city each year do not and can not cover more than the general maintenance expenses of the Library and the purchase of the more popular books. The reference departments of the Library, the departments that are to make it a great reference library for scholars, can be built up only by private gift. The sum of \$9,000 per annum is painfully insufficient. At most it enables the Library to keep up with essential current publications. But when, from time to time, important special collections are thrown upon the market to be competed for, the Library is helpless. Its competitors have great emergency funds which they can apply at will to just such purposes. It has none. Each year it practically exhausts its income in ordinary expenditure.

In consequence it has constantly the mortification of abstaining wholly from competition or, if it venture a bid upon a few items peculiarly within its province, of being outbid by other institutions.

There is a general impression among the citizens of Boston that the general and even development of the Library is amply assured by endowment and appropriation. This is an error which ought by every means to be corrected. On its popular side the Library is developing normally. The scholarly side is *not* developing in proper proportion. On this side the Library is relatively losing rank. It will not, cannot, regain this rank until the citizens of Boston come to its aid with further endowment.

For convenient reference I summarize here certain portions of the Auditor's Exhibit, as (for 1897) on pp. 10-12 of my report of last year.

#### GROSS INCOME AND EXPENDITURE.

*Gross Income.* — The gross income of the Library from all sources, including balances February 1, 1898, except special appropriations, was as follows:

General appropriation . . . . .	\$245,000 00	
Transfer . . . . .	1,498 98	
	<hr/>	\$246,498 98
Rentals from Old Library building: balance February 1, 1898 . . . . .		356 89
		<hr/>
<i>Carried forward.</i> . . . .		\$246,855 87

<i>Brought forward</i> . . . . .	\$246,855 87
Trust funds : income received from City Treasurer, . . . . .	<sup>1</sup> 16,174 67
Miscellaneous donations for purchase of books, including balance of Todd Fund . . . . .	960 88
Exchange account . . . . .	1,371 78
Interest on bank deposit . . . . .	1,600 61
London accounts : balance February 1, 1898, as follows :	
Trust funds . . . . .	\$14,628 19
General book funds . . . . .	12,646 67
Interest on above . . . . .	771 57
	<hr/> 28,046 43
	<hr/> \$295,010 24
<i>Expenditure.</i> — From general income . . . . .	\$246,855 87
From exchange account (money refunded) . . . . .	13 39
From trust funds income (includes Todd Fund) . . . . .	13,674 11
From general book funds . . . . .	3,380 14
From miscellaneous gifts, including balance of Todd Fund . . . . .	656 53
	<hr/> \$264,580 04

A nominal balance on February 1, 1899, would appear as \$30,430.20. This is, however, subject to outstanding obligations, and in part to special restrictions. The available balance is but \$21,835.40, made up as follows :

Applicable to photographs . . . . .	\$42 21
Applicable to books, as follows :	
Trust funds income : nominal balance . . . . .	\$17,376 38
Less outstanding orders and necessary reserve for continuations . . . . .	6,101 67
	<hr/> \$11,274 71
General book funds . . . . .	\$9,790 47
Less outstanding orders . . . . .	2,493 33
	<hr/> 7,297 14
	<hr/> \$18,571 85
Exchange account . . . . .	1,358 59
Interest : domestic account . . . . .	1,600 61
Cash donations : balances on hand . . . . .	262 14
	<hr/> 21,793 19
	<hr/> \$21,835 40

<sup>1</sup> The actual income collected by him during the year was but \$11,306.67.

It is to be observed further that the bulk of the above available balance is composed of funds applicable only to the purchase of books, and to a great extent of funds which must be reserved for the purchase of books of a very special character, *e.g.*, the Charlotte Harris Fund — balance \$3,818.18 — restricted to the purchase of books published prior to 1850.

## SPECIAL APPROPRIATIONS.

Those with apparent existing balances are the Building appropriation (construction of Copley Square building), Furnishing appropriation (Copley Square building), and the appropriation for Improvement of the Broadway Extension Delivery Station. The Auditor's exhibit shows:

*Building Appropriation.* — Nominal balance uncertified February 1, 1898 . . . . . \$76,430 62  
New loan (May 27, 1898) . . . . . 100,000 00

\$176,430 62

Expenditures, 1898 . . . . . 66,314 62

\$110,116 00

Nominal balance . . . . . \$110,116 00  
Against which are contracts and outstanding orders amounting to . \$105,685 24  
And claims amounting to . . . . . 8,085 61

113,770 85

Indicating a deficit of . . . . . \$3,654 85

to be met by application of the balance of the Furnishing appropriation so far as necessary.

*Furnishing Appropriation.* — Balance February 1, 1898 . . . . . \$15,730 01  
Expenditures, 1898-99 . . . . . 2,393 80

\$13,336 21

Balance February 1, 1899 . . . . . \$13,336 21  
Against which are contracts outstanding for . . . . . 6,399 87

\$6,936 34

Balance . . . . . \$6,936 34

which is likely to be fully exhausted as above and by work already projected.

*Broadway Extension Improvement Appropriation.*

Balance February 1, 1898 . . . . . \$3,989 56  
Expenditures, 1898-99 . . . . . 532 68

\$3,456 88

Balance . . . . . \$3,456 88

## BUILDINGS AND EQUIPMENT.

## CENTRAL LIBRARY.

It seems well to insert here a brief summary of the alterations and improvements effected with the special appropriation granted in May last.

The only additional space gained has been in the enclosure of the Boylston-street driveway. This secured an addition of some 33,000 cubic feet to the space available for practical active use. But in enabling the current newspapers to be removed from the Lecture Hall it freed over 143,000 cubic feet of space, which may be available for other uses.

Adaptation of space to different uses has, however, altered considerably the location or boundaries of certain departments. The floor plans published in last year's report are therefore reproduced in this year's, with the alterations incorporated.

The work done prior to May, 1898, but chargeable to the special appropriation of \$100,000, was chiefly upon the heating and ventilating system: a third engine, additional radiating surface, etc. In July was entered upon the scheme of improvement in the system recommended by Prof. S. H. Woodbridge, as the result of his examination and tests of the preceding winter. The work actually done has considerably exceeded the recommendations made by him at that time, new necessities developing as the work itself progressed. In brief, the more important features have been: the substitution of a 10-foot for the 18-foot intake fan in the basement, and of an exhaust fan of different design and efficiency for that under the roof; the substitution of steam for hot-water coils, to raise the temperature of the air drawn in from the court-yard to be forced up through the ducts; the installation of special ventilating fans in the engine-room (incidentally serving to dry out storage space under the platforms), in the public lavatories and elsewhere; more ample provision by new or unused ducts for the ventilation of rooms (as the periodical room), whose ventilation was clearly inadequate; and, of course, such changes in and additions to the system as were necessitated by the recent structural alterations.

With the additional or improved fans several additional electric motors were necessary, including a 20-horse power motor for the intake fan. The sanitation of the public lavatories required certain changes in the plumbing.

Unusually high tides had developed leaks in the main ventilating duct under the engine-room. Water forced up

through these leaks formed stagnant pools from which offensive odors were carried up to the main reading-room, so that the duct vitiated the very atmosphere it was designed to purify. The portion of the duct under the engine-room has been lifted out of reach of tide-water, secured by solid concrete against possible contact, and reconstructed throughout.

The full result of these various alterations is not yet apparent, for some of the new apparatus (*e.g.*, the intake fan itself) is not yet in operation. But that the essential improvements sought will have been secured there can be no doubt. The new intake fan, smaller as it is, at high speed discharges through the ducts 60,000 to 75,000 cubic feet of air a minute, as against 30,000 to 45,000 cubic feet discharged by the old. This air is now sufficiently heated to contribute positively to the temperature of each room, as well as to its ventilation. The ventilation of the public lavatories, which had been matter of great concern and much unsuccessful experiment, is now perfect. And the changes throughout appear certain to accomplish the ends sought.

The cost of these (over \$12,000) has been so great as to diminish materially the amount of the appropriation available for the miscellaneous work. The more significant of this may be summarized (I omit details and changes — as new doorways, etc. — merely incidental) as follows :

Increase and rearrangement of space for readers and for administration, additional machinery and administrative equipment and furniture.

#### ACCOMMODATIONS FOR READERS.

##### I. Inner Periodical Room.

The Boylston-street driveway has been enclosed to form with the adjacent room, an inner periodical room. The present periodical room, on the north-east corner, first floor, has been enlarged by the removal of a partition, and has become the newspaper room. The use of the periodicals and newspapers, which is allied, will thus be provided for in three large rooms conveniently *en suite*. The room recently occupied by the newspapers has been released for other uses, and the newspapers are now in a room directly accessible from the main vestibule, not necessitating, as heretofore, the transit of a third of the building.

The readers of periodicals, moreover, will be exempted from the jarring of the light and power engines.

## II. Children's Room — Patent Room.

The present Children's Room has been relieved of the registration desk, which has been removed to the Delivery Room. The children's department has been augmented by the addition of the room adjacent to it, formerly the Patent Room. This is to be fitted up as a general reference reading-room, with a good reference library, including maps, photographs, etc., useful to children in their school work. In the gallery of this room will be a kindergarten library for teachers, augmented from the present collection.

The collection of drawings and specifications of patents has been removed to a room in the west wing, reached from the court-yard, and from the Special Libraries' floor. This room has been enlarged and provided with galleries, and corresponds to Stacks 4, 5 and 6. Besides the collection of patents it will provide in part for the work of the Statistical Department, recently established, being directly adjacent to the collection of documents on the Special Libraries' floor. It has also been connected with the bound volume Newspaper Room, containing the most important of the files of newspapers.

## ADMINISTRATION.

### I. Delivery Room.

On the Blagden-street side (south wing) the Librarian's office, adjacent to the Abbey room, has been thrown into the old tube-room, so called, from which books are issued from the stacks. The space for the issue of books has thus been doubled. With it the delivery counter has been doubled and provides now distinct divisions for the return and for the issue of books. The registration desk, formerly in the Children's Room, has also been provided for at this point: an essential, as its work is intimately connected with that of the Delivery Department, and its remoteness from that department hitherto has forced the public to traverse the whole width of the building for needs that properly should be treated together. The old system of pneumatic tubes, involving fifty-six stations in the building, has been overhauled, and new and improved terminals substituted. The twenty-eight terminals in the Delivery Room, formerly stretching in a line, have been grouped in a circle for more convenient operation. In addition, an auxiliary system of improved tubes (operating by suction, instead of by pressure) has been installed, which not merely connects the Delivery Room with each one of the six stacks and with the Special Libraries' floor, but connects every stack with every other stack, so that slips may be sent from stack to stack without

being returned to the Delivery Room. An apparatus has been installed in the Delivery Room, itself novel to library use. This is a "pick-up carrier," so called. Its purpose is to transport the various slips between four points in the Delivery Room doing business with one another, — the issue and return desks, the record trays, and the pneumatic terminals. The "carrier" is a cable railway operated by electricity. At fixed points at intervals upon the cable are carriers, which, as they reach a station, pick up a batch of slips awaiting their arrival, carry them forward and deposit them at such succeeding station as may be their destination. The carrier is not a box, but is more in the nature of a hand, which clasps the batch of slips by closing of the thumb and middle finger, and releases them automatically by the opening of these two.

The automatic precision with which this work is carried on is remarkable. The convenience of the apparatus for such use is that it keeps the flow of application slips practically continuous, whereas, when transferred by hand, they can be transferred only in batches, at intervals, to the disadvantage of any slip that may be undermost.

## II. Executive and Other Rooms.

A new set of rooms has been created for the Librarian and the Executive Department generally, consisting of an ante-room, main office, private office, and a room for records and files. This suite of rooms has been connected with the Trustees' Room through a lobby formerly open to Blagden street, so that the whole series of rooms representing the general administration is now in proper relation *en suite*. This lobby will contain the Chamberlain Collection of autographs.

The Librarian's office is still, however, very conveniently accessible to the public, being reached directly from the Delivery Room by a corridor left open on the Blagden-street side.

The new administrative offices occupy a part of Stack 5 on the Blagden-street side. Part of Stack 1 and of Stack 2 have also been equipped for administrative uses. In Stack 2, space has been fitted up for the work of the Branch Division, so called. This is the department at the Central Library having to do with the responsibility of the general administration of the outlying departments of the Library system, which includes the 28 Branches and Delivery Stations, and the work connected with the issue of books to 23 engine-houses, certain of the reformatory institutions, and various schools. This division also deals with the applications from these outlying departments for books at the Central Library,

and the delivery of these books. Within the past four years the circulation of books from the Central Library, through the outlying departments, has greatly increased. In addition to the circulation of books upon specific application, there are now also deposit collections to be provided for. The enlargement of the old work, together with these new undertakings, has necessitated the organization of a considerable department, the head of which is the Supervisor of Branches. The space assigned to the work of the Branch Division, when the new building was opened, was but 216 sq. ft.; the space now provided for it in Stacks 1 and 2 is 1,766 sq. ft. In Stack 1 is a shipping-room, where all the books enter, and from which they are despatched. It is reached from a window on the sidewalk directly accessible to the library wagons. In Stack 2 is the provision for the administrative and clerical work, with shelving for the collection of books drawn upon more specially for deposit use.

The adaptation of portions of Stacks 2 and 5 for administrative purposes has necessitated enlargement of the whole series of windows on the Blagden-street side, at these levels, from 2 ft. 3 in. to 4 ft. 10 in. in width.

The stacks from the basement to the Special Libraries' floor have been connected at the south-westerly corner by a staircase. Intercommunication between the stacks has also been secured by the auxiliary pneumatic tube system, above indicated, and by the electric book-lift, mentioned below.

*The Ordering Department.*—This room has been more than doubled in size by the addition to it of corridor and other space. It has also been greatly improved as to light, and forms now a most admirable space for the business of securing and receiving books, and preparing them for the Catalogue and Shelf Departments.

On this wing also have been arranged offices for the Chief Janitor (formerly in the main vestibule) and for the Custodian of Stock, so called, the official who has the responsibility of purchasing the two hundred odd articles, from pencils to towels, in current use, and the duty of distributing them to the several departments upon requisition provided by the Librarian; and who has also the custody and distribution of library forms and publications.

*Stock Room.*—In the basement a large space has been fitted up as a stock room for the storage of these articles, and of library forms and publications.

*Duplicate Room.*—Adjacent to the Stock Room is space fitted up with shelving for the Duplicate Room, where duplicates not needed for Library use may be sorted and arranged for exchange, distribution and sale. Additional storage space



has been cleared, and is to be fitted up in the basement on the Blagden-street wing to the west of the service stairway.

Two electric elevators have been installed in this wing, one a passenger and freight elevator for service use, with a capacity of 1,500 lbs., at 150 ft. a minute. This has been installed in the centre of the service staircase, which has been more or less remodelled for the purpose. The fact that this elevator has 12 landings within a lift of 59 ft., indicates the business that it will be called upon to do. The second lift is an electric book-lift, traversing the stacks and reaching the Special Libraries' floor, which carries only small lots of books, and is operated by the attendant despatching the load; that is to say, it carries no attendant, but may be called to any point and despatched from it by the pressure of a button. When being loaded at any point it is automatically exempt from call to any other point.

*Editor's Room, Luncheon Rooms, etc.* — In the Entresol (A), south side, have been provided an office for the Editor of Library Publications, an office for the use (jointly) of the Chief of the Issue and of the Chief of the Ordering Departments, and luncheon and additional locker-rooms for employees of both sexes.

The alterations above described represent only the main features of the work on the building accomplished during the past eight months. Details incidental to the main work were, of course, many, and in a measure costly. As in the case of the heating and ventilating system, the total work actually done has exceeded by a hundred per cent. the work originally planned. Its total cost has nevertheless been kept within the fraction (\$70,000) of the appropriation available for it. This has been possible through the ingenuity, skill and exceeding watchfulness of the architects, and through the competence, care and exceeding integrity of the general contractors. For such work as was to be undertaken precise specifications were impossible. The architects recommended that a competent contractor be selected, without competition, and the work done by and under him, by the day, with a commission upon actual cost. The Mayor, under advice of his consulting architect, assented to this. As a result the work has not merely been careful, thorough and appropriate, but has, I believe, cost the city less by thousands of dollars than if carried on in any other way, and it has been done with the utmost consideration for the convenience of the public and of the administration. It was so arranged that it did not for a single day necessitate absolute cessation of the service in any department.

The very considerable amount of furniture and fixtures necessary to the equipment of the new or enlarged departments has been provided for out of the balance of the Library Building Furnishing appropriation.

Repairs incidental to the alterations, or convenient at the time, — including a great deal of painting (catalogue and periodical rooms, stacks, corridors, etc.), — have been paid for out of the general appropriation. Considerable repairs reported to be necessary upon the roof have been deferred until the coming summer.

The cleaning of building and books during and since the alterations has involved a specially heavy expense, also met by the general appropriation. Every volume of the half-million odd in the Central building has, within the past two months, been taken down and dusted, and the shelf wiped off beneath it.

The improvements above described do not, indeed, absolutely perfect the building for present uses. The issue of books from the stacks for reference readers, and the issue for borrowers, are still together dependent upon one set of attendants, one system of mechanism and one channel of issue. The books required from the stacks by the reference reader in Bates Hall must still be forwarded to him from the issue desk by hand, through a public room at times crowded with sightseers. And, ample as is the general space provided for readers, and sufficient (for a few years) as is the shelving, there is very great need of rooms set off for special collections for the use of classes and for specialized research. But most embarrassing difficulties have been overcome, and the most pressing needs of the moment have been met; and what has been done will add greatly to the comfort of the public, and greatly to convenience in administration.

I have treated these alterations at the Central Library building somewhat fully — to the necessary condensation of those portions of my report touching routine — for the very reason that they were out of the routine, and formed the most significant episode of the year.

#### BRANCHES.

No new structure has been erected for any of the outlying departments. For certain alterations effected — particularly at the Brighton Branch — I refer to the report to me of the Supervisor of Branches, an extract from which I append to mine. It is obvious that library facilities are distributed very unequally throughout the city, and that such as exist are

ill-proportioned to existing needs. One district has the benefit of a collection of books numbering 35,000 volumes, in an independent building, ample, well equipped and attractive: another, with perhaps double the population to be served, and more remote from the main collection, has at its disposal but a third as many books (a third in number—hardly a fifth in efficiency), and for accommodations, meagre, ill-ventilated, inconvenient and uninviting rooms, in a building devoted mainly to other and inconsistent uses, in a neighborhood tending to demoralize its readers. Such contrasts exist. New departments may be established, deficient facilities be supplied, only by considerable expenditure and laborious effort applied in detail. The effort to improve the material facilities and the service in existing departments (as indicated in the Supervisor's report) is now earnest, and will be persistent. But the present deficiencies cannot be supplied without a large direct expenditure upon new buildings (in certain districts), and alterations, repairs, books and equipment in others. The outlying departments cannot be brought to reasonable equality or into reasonable relation with the Central Library without an expenditure on buildings and books of at least \$500,000.

A supreme advantage would be the application of such a sum all at once under a general scheme of improvement.

#### WORKS OF ART.

*Chantrey's Scott.*—A copy in marble (by John Hutchinson, R.S.A.) of the bust of Sir Walter Scott, by Chantrey, has been received as a gift to the City of Boston from the Committee on the Scott Memorial in Westminster Abbey. The bust is a duplicate of that placed in Westminster as a result of contributions from both sides of the Atlantic. The correspondence with reference to it will be found in the appendix. It awaits formal presentation to the public before receiving a permanent location.

#### BOOKS.

Appendices II.-V. give the extent of the Library by years, a summary of the contents of the Library on January 31, 1899, the net increase of the several departments during the past ten years, and the classification of the material in the Central Library<sup>1</sup> on January 31, 1899.

According to last year's report, it appears that the number of volumes in the Central Library and branches on January 31, 1898, was 698,888, of which 528,079 were in the Central

<sup>1</sup>Owing to the reclassification of the branch libraries, recently begun, but not completed, classification of these collections has been omitted in this year's report.

Library. By the tables appended to this report it appears that on January 31, 1899, the number in all departments is 716,050, of which 550,822 are in the Central Library. The net increase is thus 17,162 volumes. The net gain to the Central Library is 22,743 volumes. The gain to the branches by accession is more than offset by considerable transfers to the Central Library of worn-out or unserviceable material, so that the year leaves outlying departments with 5,581 volumes less than at its beginning.

The total expenditure for books and periodicals during the past year was \$34,935.10, as against \$40,351.62 in 1897. This does not include \$1,836.40 expended from the income of the Todd Fund for current newspapers: nor \$488.53 paid for books for Delivery P out of the special appropriation; nor \$732.17 expended by the Fellowes Athenæum for books for the Roxbury Branch.

The expenditure was distributed as follows:

	1897.	1898.	1899.
For Central Library (including deposit collection)	\$20,497 84	\$13,175 51	
For branches	5,303 28	4,021 82	
	<hr/> \$25,801 12	<hr/> \$17,197 33	
Trust funds expended for books:			
For Central Library	8,114 74	11,837 71	
	<hr/> \$33,915 86	<hr/>	\$29,035 04
City money expended for periodicals:			
For Central Library	\$4,766 87	\$4,276 66	
For branches	1,668 89	1,623 40	
	<hr/> \$6,435 76	<hr/>	5,900 06
			<hr/> \$34,935 10

The accessions during the past year (as distinguished from the statistic of books actually located, and excluding mere transfers from one department to another) have been as follows:

Added by purchase:			
	Volumes.	Volumes.	Volumes.
Central Library	10,357	Branches 7,970	Total 18,327
Added by gift:			
Central Library	6,958	Branches 185	Total 7,143
	<hr/> 17,315	<hr/> 8,155	<hr/> 25,470

As against a total of 33,131 volumes in 1897.

The library of the American Statistical Association will form a considerable accession not included in the above figures. It has been omitted, because the portion of it which is to be retained for our shelves has not yet been divided off exactly from that which is to be used for exchange or other purposes.

## PURCHASES.

Among the purchases of the year have been the following:

*Americana.* — Hylacomylus. "Cosmographiae introductio cum quibusdam geometriae ac astronomiae principiis ad eam rem necessariis. Insuper quattuor Americi Vespucij navigationes." 1507. Colophon. (The suggestion to which we owe our national name is found on the reverse of the fifteenth leaf.)

Smith. "The True Travels, Adventures, and Observations of Captaine John Smith. Together with a continuation of his Generall History of Virginia," etc. London, 1630.

Smith. "A Map of Virginia." With a description of the countrey (sic.), etc. Oxford, 1612.

Hamor, Ralph. "A True Discourse of the Present Estate of Virginia." London, 1615.

Ptolemaeus. "Geographia universalis, vetus et nova, complectens Claudii Ptolomaei Alexandrini enarrationis libros VIII. . . . Basileae apud Henricum Petrum." 1540. (The first edition of Ptolemy by Sebastian Munster.)

Howgill, Francis. "The Popish Inquisition newly erected in New England." London, 1659. (Contains an account of the reception which the Quakers met with in Boston.)

Reeve, John, and Muggleton, Lodowick. "Joyful News from Heaven." London, 1658.

Lawne, Fowler, Sanders and Bulward. "The Profane Schisme of the Brownistes or Separatists." 1612.

Also An indenture given and signed by Edward Tyng and others to the Company of the Waterworks to lay and maintain a conduit "in the street now called Conduit Street" (Union street), and acknowledged before "Jo. Endecott gov." 1656. (This was the beginning of the Boston Water Works.)

*Broadsides.* — At the Philadelphia sale of the Bancker Collection of broadsides the Library had of necessity to confine its purchases to those of especially local interest. They include:

(1.) Letters from Washington to Gage, and Gage to Washington, relative to the cruel treatment of prisoners. "Phila., September 29th, 1775."

(2.) Bombardment and Burning of Falmouth. "An Express just arrived from General Washington's Camp at Cambridge, Oct. 24, 1775."

(3.) News of the Battle of Bunker Hill. "New York, June 24th, 1775."

(4.) Account of the death of Lord Percy, April 25, 1775.

There may be mentioned also, a highly important historical letter describing in detail the Continental and British defences in and around Boston, by Jesse Lukens, one of the Massachusetts Riflemen, to Jonas Shaw, dated Prospect Hill, September 15, 1775; also a London edition of the Massachusetts Charter, published in 1692, and "The Laws of Maryland made since 1763." Annapolis, 1787.

*Cuba, Porto Rico and the Philippines.*—A selected collection of works relating to the geography, languages and history of Cuba, Porto Rico and the Philippines, was purchased in Leipzig at a cost of 1,300 marks.

*Statistics and Economics.*—From Amsterdam were obtained some rather notable files of statistical and economic serials, containing among them a complete set of the Dutch Economist—"De Economist"—1852–1897; papers relating to economical reform, etc.: "Staatsblad der Vereenigde Nederlanden," 1813–1897, a complete set of original editions of the Dutch state papers; "Staatsblad van Nederlandsch-Indie," 1816–1897, the official edition of the state papers of the Dutch East Indies; and "Verzameling der Consulaire berichten en verslagen," etc., 1865–1897, the Dutch Consular reports.

*Maps.*—The most important purchase of maps has been the collection "Hydrographie française," containing the official sea-charts of the French Navy Department, and consisting of more than 1,400 maps brought together from 1845–58. There were also bought and mounted for the new map cabinet, two sets of Stanford's maps of Europe, Asia, Africa, Australasia and North and South America, and an additional set of United States post-route maps for the same purpose. Another purchase bearing on the subject is:

"Abel Janszoon Tasman's Journal of his discovery of Van Dieman's Land and New Zealand in 1642. With photolithographic fac-similes of the original manuscript . . . and fac-similes of original maps. Amsterdam, 1898."

The geographical serials have been strengthened by the purchase of a set of the Italian periodical, "Cosmos," edited by G. Coro, and the "Deutsche geographische Blätter."

Other purchases of interest bought with the Trust funds are: Thirty volumes of the Bampton lectures, including the first issued in 1780 (the set is now but six volumes short); the Index to the London Times, and some 700 unmounted Photographs which include a selection illustrating the French school of painting, and Northern Schools in French Galleries, Northern Schools in the National Gallery, and in Berlin, Munich and Vienna; late photographs of the Italian school, besides Sewall's "Canterbury Pilgrims," and a number of Copley prints.

*Reference Books for Children's Room.*—From the city appropriation has been bought a collection of reference books for the Children's room, for which the sum of \$1,500 was allowed. Besides the encyclopedias, dictionaries and atlases, the collection includes the large illustrated editions of Duruy's History of Greece, and of Rome, Guizot's History of England, and of France, Rambaud's History of Russia, Green's History of the English People, and Winsor's Narrative and Critical History of America. The Riverside Natural History, Réclus's Earth and Its Inhabitants, the whole series of the Story of the Nations, also Longfellow's Poems of Places, Poole's Index to Periodical Literature, together with the minor reference books, biography, etc., make a useful reference library, for which as far as possible the books have been procured in strong and attractive bindings.

*English Prose Fiction.*—Sixteen hundred and thirteen volumes of current English prose fiction, representing 180 titles, were bought and placed in the Central Library, Branches and Deposit, at a cost of \$1,492. There were also bought 1,830 volumes to replace those worn out, and 1,900 additional copies of books of which the supply was not in any way adequate to the demand. Fifteen hundred of these were for Deposit use, and included 500 books for younger readers, making in all an aggregate of 5,450 volumes purchased at a cost of \$5,000 (as against \$9,650 in 1897-98).

*French and German Literature: Replacements.*—The works of Dumas père (literally worn out) have been replaced by a complete set in 300 attractively bound volumes for circulation. There were also replaced some 400 volumes of the more popular French and German authors.

Purchases under the last three heads, with the duplicate copies of books bought for use in connection with the schools, about 200 volumes, the necessary replacement of worn-out books, the books of the day (including a larger proportion than usual of those relating to economics and

statistics), have been made from the money which could be spared from the city appropriation — some \$9,000 less than the amount spent last year. With lessened resources it has been necessary to defer some purchases of fiction, especially for the branches. The outlay for current fiction this year has been nearly \$800 less than last year. While the sum total of expenditure for books and periodicals shows a difference of but \$5,400 less than last year, the amount spent from the city appropriation shows a difference of over \$9,000 less. The purchases from the Trust funds amount to \$4,000 more than in 1897-98, and that this was possible is due to the fact that \$1,500 was drawn from a fund so restricted as to be seldom available, and that a few thousand dollars had accumulated over the annual income.

#### GIFTS.

As to Works of Art and Endowment, *see supra*.

*Gifts of Books.* — The number of givers for 1898 is greater by some two hundred than in 1897, and greater by four hundred than in 1896. The full list of givers appears in Appendix XIII. Some of the more important of the gifts of books and manuscripts I note here. They are arranged alphabetically according to their donors.

#### GIFTS OF ESPECIAL IMPORTANCE, 1898.

From the American Statistical Association, through its Secretary, Davis R. Dewey, its library comprising about 5,000 books and pamphlets. This collection is rich in the issues of the statistical departments of foreign governments, and of state and municipal administrations. A notable feature is also to be found in the many pamphlets on slavery, missions, and local institutions of charities and corrections. (*See letter of gift.*)

From the Boston Browning Society — for the Browning collection — 37 volumes consisting principally of editions of the Brownings' Works, and three photographs.

From Allen A. Brown, Esq., 264 volumes for the Music Collection, including fifty volumes of modern operas (French, German, Italian), and fifty volumes of choruses for male voices.

From the Canadian government, at the instance of Sir Wilfrid Laurier, a full set of the official documents of Canada for the last two years, to be continued by the current issues.



From Prof. Francis W. Chandler, Boston, two folio volumes of "Municipal Architecture in Boston. From designs by Edmund M. Wheelwright." 1898.

From the Earl of Crawford and Balcarres, the "Autotype fac-similes of three Mappemondes" of the sixteenth century, from unique originals drawn at Dieppe in 1536, 1546 and 1550; 48 sheets in an imperial portfolio with a quarto volume of accompanying text, by C. H. Coote. (*Bibliotheca Lindesiana*. Collations and notes No. 4.) These celebrated maps (1) the Harleian, 1536; (2) Descellier's, 1546; and (3) Descellier's, 1550, are highly interesting in connection with Canada and the explorations of Cartier and Roberval; 100 copies only have been privately printed.

From the same source has also been received "A catalogue of English broadsides in the library of the Earl of Crawford," in a quarto volume, in which are chronologically arranged 1,814 English Broadsides covering a period of nearly 400 years — 1505–1897.

From Messrs. Copeland and Day, eleven volumes — current books of the year published by them.

From the various departments of the French government the Library has received important gifts. Among them are nine volumes of the French patents (*Brevets d'invention*), to be continued as issued, from the Minister of Commerce, and a set of the "*Bulletin de géographie historique et descriptive du Comité des travaux historiques et scientifiques*," 1888–98, from the Minister of Public Instruction.

From the family of the late William Lloyd Garrison, through Mr. Francis J. Garrison, the manuscript Letters, "relating to the anti-slavery movement in the United States during the years 1839–42." This collection continues an earlier file covering the years 1830–38, the gift of the Garrison family in 1894.

From the German Patent Office, the continuation of the "*Patentschriften*" in 4,704 numbers.

From the Committee on Education of the Privy Council, of Great Britain 65 volumes of their Reports, completing the Library file.

From the Patent Office of Great Britain, 131 volumes and 45 numbers.

From Col. Thomas Wentworth Higginson, 105 volumes for the Galatea Collection (established by Col. Higginson in 1895); and in this connection 12 volumes from De Witt Miller, Esq., — all relating to the history of woman.

From His Majesty the King of Italy, two volumes continuing the campaigns of Prince Eugene of Savoy (*Campagne del Principe Eugenio di Savoia*).

Through the generosity of Mrs. John A. Lewis, the following books were bought at the Deane Sale, and added to the John A. Lewis Collection:

Byles, God Glorious in the scenes of the winter. Sermon. Boston, 1744. Cotton, An Abstract of the Laws of New England. London, 1641. Cotton, The True Constitution of a particular visible Church. London, 1642. Cotton, A letter of Mr. John Cotton's to Mr. Williams. London, 1643. Cotton, Sixteene Questions of Serious and Necessary Consequence, propounded unto Mr. John Cotton, together with his answers to each question. London, 1644. Davenport, J. (Pastor of New Haven), Profession of the faith of that Reverend and worthy Divine, Mr. J. D. London. 1642. Moody, The Great Sin of Formality in God's Worship. (Boston Lecture.) Boston, 1691. Moody, Dialogue, containing Questions and Answers, from Judas' Fall, improved. New London, 1768. New England Primer, New York. M. Day. Robinson, A. W., A Justification of Separation from the Church of England. 1639. Robinson, A. W., A Second Manuduction for Mr. Robinson. 1615. Shurtleff, Sermon preach'd at New-Castle in New Hampshire, January 1, 1726, in Commemoration of the Sufferings, etc., of a Company of Mariners ship-wreck'd upon Boon Island Rock. Boston, 1727.

From the Due de Loubat, Galerie Américaine du Musée d'Ethnographie du Trocadéro, part 2, continuing part 1, received in 1897; also Ignacio Borunda, Clave general de Jeroglificos Americanos. Rome. 1898.

From the Trustees of the Old South Church, for deposit in the Prince Library, a manuscript fragment of the "Annals of New England," consisting of nine leaves in the handwriting of Thomas Prince, containing some matter not found in the published work.

From the Royal Scottish Society of Arts, Edinburgh, a complete set of the Society's Transactions, the continuation to be sent as issued.

From the U. S. Superintendent of Documents, 189 volumes of Government publications. These were selected from a list of duplicates sent by the Superintendent, and filled in the Library files by so many volumes.

From the estate of Kate Field, through her literary executor Miss Lilian Whiting, a collection of between 700 and 800 manuscript letters, — the correspondence of Kate Field, covering a period of nearly forty years — together with a number of photographs, and manuscripts of some of her works. Miss Whiting has thoughtfully given a sum of

money, to be annually renewed, for the preservation and care of this material to be known as the "Kate Field Collection." The work is now in process of mounting and indexing the manuscripts, and they will eventually be bound in volumes similar to those in the Chamberlain Collection.

From His Excellency Governor Wolcott, the "Abstract of the log of the Cristobal Colon from April to July 3, 1898."

From the estate of Prof. Josiah D. Whitney, of Harvard College, fifty books and pamphlets relating to literature, etc., and including some early editions of the Latin classics.

From the Wyclif Society, London, a full set in 21 bound volumes of Wyclif's Latin works.

### BINDING.

The work done by the Library bindery during the past year is indicated by the following schedule:

	Vols.
Books bound in Bates Hall binding . . . . .	8,890
Large daily newspapers . . . . .	52
Branch newspapers . . . . .	58
Pamphlets . . . . .	3,905
Total . . . . .	<u>12,905</u>
Books repaired . . . . .	3,877
Catalogues, novels and periodicals stitched into covers, .	1,545
Cards mounted and bordered . . . . .	2,524
Maps, charts and broadsides mounted on cloth . . .	1,056
Volumes guarded . . . . .	1,570
Portfolios made . . . . .	154
Boxes made . . . . .	76
Blocks made . . . . .	602
Pads made . . . . .	6
Pouches made . . . . .	15
Temporary covers made . . . . .	855
Sign cards leathered and lettered . . . . .	10
Library publications folded, stitched, and trimmed .	124,284
Library publications folded, sewed, trimmed and covered, .	9,019
Photographs and engravings mounted . . . . .	3,392
Office desks covered . . . . .	2
Time on miscellaneous work . . . . .	42 $\frac{4}{9}$ days
Time cutting and bundling for the Printing Department. .	48 days

I quote in detail these figures, because they are significant of the various unconventional service which a bindery may render if well equipped, conveniently at hand, and under direct control. As an auxiliary to the Printing Department the Library Bindery is indispensable. During the past year it has been crippled, as have other departments, by illness.

The aggregate volume of work done has, nevertheless, increased over that for 1897. The number of library publications which it has handled (folded, stitched, trimmed, etc.) 58,424 in 1896, and 102,442 in 1897, rose to 133,304 in 1898.

In January, 1899, a wire-stitching machine was purchased which will handle much of the pamphlet work at a saving of labor and expense.

The outside contract work (binding in cheaper form of branch books and old Lower Hall books) has comprised the binding of 9,024 volumes as against 13,929 in 1897. The total cost was \$2,460.28. This was greater per volume than in 1897, owing to the new specifications which call now for neater and more durable material, more thorough sewing and the lettering of titles.

*Repair.* — The repair of books in the first stages of dilapidation is the work of special attendants in the Issue and Branch departments. It involves each year stitching or pasting, or both, of some 3,000 volumes.

*Arrearage.* — The output of the Library Bindery, above detailed, represents no more than is necessary to cover (1) the binding of material received in paper covers, (2) the binding of the 1,500 odd current periodicals of the twelve-month as made up into quarterly, half-yearly, or yearly volumes, and (3) the rebinding of books worn in the current use of the year. If the allowance for this latter seem large, one need only consider the normal wear and tear incident to an aggregate "circulation" and "reference use" of over two million bound volumes a year; and consider further that the stress of this use, so far from being distributed evenly, falls chiefly upon 150,000, perhaps, of the 700,000 volumes in the library system. An estimate of 15,000 of these volumes as annually needing rebinding is an allowance of but ten per cent. of the portion of the Library in most active use, but  $2\frac{1}{2}$  per cent. of the entire collection, and but  $\frac{7}{10}$  of one per cent. upon the use.

In addition to the current work there is, however, a very great number of books scattered through the main collection whose condition demands the attention of the binder. The meagreness of space in the Old Library Building during the later years of occupancy, and the meagreness of the appropriations, caused postponement upon these. The handling incident to removal and relocation has by no means improved their condition, and now there is scarcely a shelf — there is certainly not an alcove — in the new building which does not contain volumes with at least signatures or plates loose,

or backs broken. In the aggregate these must number thousands of volumes. They cannot be denied to the public, but their use in their present condition may (and does) result in their absolute destruction, or the loss of essential portions, necessitating the replacement of the entire volume. Some cannot be replaced; others could be replaced only at great cost; none could be replaced as cheaply as they could be rebound. To neglect them now because of the expense of rebinding is deliberately to project the far greater expense of repurchase.

With its present force and equipment the Library Bindery is so little able to keep up with the current work assigned to it that no given volume can be depended upon to come through in less than three months (four weeks, rather, being a proper maximum). With its present appropriations the Library cannot afford to place out to be done by contract more than the books of the Branch and old Lower Hall collections, representing the current wear upon the more popular departments of literature.

The great accumulation, therefore, representing the arrearage of past years, can be provided for only by some extra provision; and the character of the work is such that the expedient provision would be to enlarge the force, equipment, and resources of the Library Bindery.

This need was called to the attention of the city government in your message transmitting your estimates for the coming year, "a special expenditure of at least \$30,000" being stated as necessary on this account alone. The estimates themselves assumed that of this amount at least \$10,000 should be applied in 1899.

The appropriation granted does not, of course, cover this item.

#### PRINTING.

The output of the Printing Department still includes all the printed work of the Library except the Annual Report. The figures of output during 1898 of the leading items may be summarized as follows:

Cards for the Card Catalogues — Central Library: 18,114 titles, as against about 15,000 in 1897. The number of *cards* may be judged from the fact that 120,903 have been inserted in the catalogues, as against 93,783 in 1897.

Cards for the catalogues at the Branches, 544 titles.

Stationery, Forms, etc.: currently consumed stocks of all kinds, 521,539 pieces (363,507 in 1897).

Call slips (of six kinds), 2,222,514 pieces.

Placards, 2,014 (1,394 in 1897).

Books and pamphlets to the number of 27, embracing 846 pages, in editions aggregating 129,250 copies. (For a particular list of these see under "Publications," *infra*.)

*Service.*—The force of the department remains as last year.

*Plant.*—“In the main the mechanical equipment of the department remains unchanged. During the summer the room was substantially floored with hard pine (upon concrete foundation) to protect the machinery from the injurious dust arising from the former cement floor. Upon the reërection of the plant, which was moved to permit of this, each machine not already so equipped was fitted with an independent electric motor. This change has proved beneficial in preventing the mutual interference of the different machines, which had before been experienced. The necessary gas and electric connections were laid below the new floor, and so arranged as to allow of addition to the plant of a third linotype. The room has been connected with the melting furnace in the basement by a hand-hoist. A similar hoist is needed to connect it with the stock-room in the staircase hall above.”

The addition to the force of a second “feeder” and a third linotype operator and to the plant of a third linotype machine will deserve early consideration. One of the present machines having to be devoted to special work, the remaining one does not suffice for the card catalogue work; and the titles for the catalogue are delayed beyond the time when the new books should and may be ready for the public.

In the meantime the estimates for 1899 provided for the addition to the present machines of certain recent devices which would increase their range, flexibility and output. But the appropriation granted may not admit of the purchase of these.

#### CATALOGUING.

I shall offer to be printed as a supplement to this report two special reports compiled by the Chief of the Catalogue Department at request: one a memorandum concerning the genesis and scope of the general Card Catalogue of the Library, the other a memorandum concerning the practicability of a catalogue in book form of the entire library. The latter was suggested by a passage in the report of the Examining Committee of last year urging the advantages of such a catalogue. As such a recommendation is apt to recur from time to time, a somewhat detailed statement of the elements involved in such an undertaking has been thought advisable.

I condense here the report of the chief cataloguing undertakings of the past year.

Number of volumes and parts of volumes catalogued . . . 47,615

Divided as follows :

Additions to the Central Library . . .	29,271
Recatalogued in revision work . . .	9,070
Continuations of serials . . .	3,358
Catalogued for branch libraries . . .	5,916
	<hr/>
	47,615
Author titles prepared for the above . . .	32,609
Cards placed in the various catalogues, 1898 (exclusive of branches) . . .	120,903
1897 (including branches for three months) . . .	93,783
1896 (including branches) . . .	74,979
1895 " " . . .	82,993

In addition to the work on the card catalogues the time of the department is, of course, occupied largely with the preparation of material for the Bulletins, and Special Bibliographical lists issued by the Library. Of such undertakings mentioned in last year's report the following have been carried forward into 1898: The Select List of Books on Social Reform; the Bibliography of the Geographical Anthropology of Europe; the List of Pictures and Plans of Library Buildings, and the List of Historical Fiction. The status of the latter list is as follows: America, and Europe (excepting Rome, Italy and Greece) are in type (225 pages) in stereotype plates (having appeared in sections in the Quarterly Bulletins). The titles for Rome, Italy, Greece, Asia, Africa, Australasia and the Hawaiian Islands are prepared and ready for final revision. (An author index for America, Great Britain and Spain, and a Subject Index for America and a part of England are prepared, in manuscript.) The remainder, which includes the Jews and the Bible, is partly finished.

The list should be completed and (if the funds permit) printed, during the coming year.

Besides the work to be inferred from the list of publications below, the Catalogue Department has prepared or assisted in the preparation of: A new edition of the Selected List of Books for Younger Readers ("Y List"); a Bibliography of the Town of Boston (begun in the February, 1898, Bulletin); List of Scandinavian Literature (Bulletin); List of Polish Literature (Bulletin); Memorandum (by Mr. Murdoch) as to the Geographical Material in the Library (Bulletin); a brief list of books upon the Philippines, Cuba and the West Indies; reference lists to be used in connection with the Municipal Free Lecture Courses ("Imperialism,"

etc.), and others, with the lectures on art given by the Supervisor of Drawing in the Public Schools, these latter lists being printed by the Supervisor with the syllabus of the course. The department was utilized also in the preparation of the catalogue of the Library of the Massachusetts Hospital Ship "Bay State," the contribution to which by the Public Library (irrespective of some contributions of money by individual employees) consisted in the selection and purchase of the books, their preparation for use, including shelf lists, and the preparation and printing of the catalogue.

The Catalogue Department has continued its work upon the Maps and the Allen A. Brown Collection of Music, and the transcript of titles of scientific literature in adjacent libraries; and has borne its share in the Co-operative Index of Current Scientific serials, mention of which was made on page 33 of my last report.

The Custodian of Bates Hall had, just prior to his death, nearly completed a revised edition, covering over 4,000 titles, of the Genealogies and Town Histories in the Library.

#### PUBLICATIONS.

The publications issued during the year, as tabulated by the editor, Mr. Swift, are as follows:

	Date of Publication.	Pages.	Edition.	Price.
Annual List . . .	January, 1, 1899,	176	5,000	.05
Four Great Documents (Chamberlain) . . .	May, 1898,	56	2,000	Free.
Branch Finding List,	May, 1898,	16	5,000	"
Galatea Catalogue .	June, 1898,	40	1,064	.15
Social Reform . . .	July, 1898,	72	1,500	.05
Y List (new edition),	July, 1898,	68	8,000	.01
Codman Collection (Landscape Architecture.) List on				
Trees and Forestry,	January, 1899,	32	500	.10
Monthly Bulletins: 1st of each month.				
March, 1898 . . . . .		56	7,500	Free.
April, 1898 . . . . .		24	"	"
May, 1898 . . . . .		56	"	"
June, 1898 . . . . .		56	"	"
July, 1898 . . . . .		28	"	"
August, 1898 . . . . .		28	"	"
September, 1898 . . . . .		24	"	"
October, 1898 . . . . .		32	"	"
November, 1898 . . . . .		36	"	"
December, 1898 . . . . .		24	"	"
January, 1899 . . . . .		28	"	"
February, 1899 . . . . .		36	"	"



The character and scope of the publications of the year is perhaps sufficiently to be inferred from their titles. So far as they indicate a present policy the policy may be summarized as follows:

1. To place before the public a description sufficiently full for identification, not exhaustive to the point of tediousness, of the books *newly added* to the various departments of the Library. To do this at short intervals, in a form reducing cost to a minimum. (The Monthly Bulletins of accessions to the Central Library; the Finding Lists of accessions to the Branches. *Free*.)

2. At intervals to regroup such information so as to compact the sources of information covering longer periods. (The Annual List—a consolidation, without recomposition, of the Monthly Bulletins of the preceding twelve-month.)

3. As occasion may suggest, to exhibit the resources of the Library in an entire department of literature, or at least its resources upon a particular topic; but with caution to avoid such elaboration as might delay the publication of the list beyond the useful occasion, or put its cost beyond the ordinary reach, or bury the titles of use to the general reader beneath those of interest only to the specialist. (Select List of Books upon Social Reform; Trees and Forestry; Philippines, Cuba and Porto Rico; Art Topics.) Such aids need not always consist of lists of books; they may often advantageously take the form of a statement suggesting lines or methods of research. (Memorandum upon Geographical Material.)

4. (More rarely) to issue a real Bibliography, thorough and scholarly, of a subject peculiarly of interest to scholars. Especially to undertake such in case (1) the co-operation of some specialist may be secured in the "evaluation" of the material and (2) the department of literature is one in which the Library is strong or takes this occasion to become so; the bibliography becoming thus a subject catalogue. (Bibliography of the Geographical Anthropology of Europe—made up of material contributed by Prof. Wm. Z. Ripley, and reduced to bibliography form and specific application by the Library, and printed and to be published by it.)

(5.) As opportunity may occur to publish the catalogue of some special collection which has recently come to the Library by gift. (The Galatea; the Codman Memorial Collection.) This may well be justified even if the collection be not integral as to subject.

It is to be noticed that in the foregoing list one class of publishing enterprise not uncommon, nor untried in this

Library in former years, fails to be represented; the reproduction, in fac-simile or otherwise, of unique manuscript material of which the Library may have become the owner. Whether and how far it is the duty of the Library to aid scholarship by the publication of such, — how far its publication at all is expedient, — whether the Library should itself undertake such publication or simply encourage outsiders to undertake it; these are questions of policy that may necessitate careful deliberation and comparison of experience.

#### REGISTRATION.

Statistics of registration form, as usual. Appendix VI. of this report. As last year, the tables show not merely the number of card holders in gross, but their classification by sex, occupation and district of residence, and an estimate of the percentage of card holders in each ward of the city to the total population of such ward.

The interest of such statistics is as by comparison they may form an index to the existing relations of the public with the Library and to the influence upon these of certain forces.

In the aggregate the number of card holders (64,973 on February 1, 1898, 72,005 on January 31, 1899) has increased during the year by 7,032, or  $10\frac{8}{10}$  per cent. The proportion of existing card holders to the *total* population of the city (including minors below 12 years of age not entitled to cards) 13 per cent. on February 1, 1898, is now  $14\frac{4.9}{10.0}$  per cent.

As will be seen by the tables, the increase has been distributed pretty evenly over the city, except that it has been (proportionally) nearly three times as great in Ward 10 as in any other ward.

The classification of the card holders shows a fairly even division by sex. This is usual in the United States, but not so abroad. At Birmingham in 1895–96 the number of cards issued to borrowers was in the proportion of 32 males to 12 females; in 1896–97 as 28 to 12.

The classification by occupation reveals only 702 card holders who have described themselves as “laborers.” This is somewhat curiously in contrast with the considerable known use by this class of the reading-rooms at the Central Library and Branches. It represents, however, what I fancy to be a common experience in public libraries, both here and abroad. At Liverpool in 1897, for instance, in a total of 24,353 card holders in the Public Library, only 322 were

classified as "labourers." The adult laborer is rendered shy by conscious clumsiness. He overcomes his diffidence so far as to frequent the reading-rooms of a public library (if inviting and informal); but he shrinks from the formalities and betrayals incident to application for books for use at home. He reads many library books at home, however, or hears them read; for sometimes his wife holds a card, and commonly his son or daughter does. The books that interest his children are apt to interest him—for though of unequal ages, the child and the father of the laboring classes in America are by no means necessarily far apart in their capacity of appreciation. In planning a children's department of a public library one of the contingencies to be foreseen is, therefore, that any particular book may reach beyond the child to an adult.

An essential difficulty in the comparison of statistics of card holders in different libraries is caused by the difference in the registration period. Inquiry has shown that very few libraries can state with precision the number of "active cards outstanding."

The system now in operation here considers this statistic of essential importance. The registration period is now to coincide with the period of life of a card. A new registration will begin February 1, 1899; and at every second year thereafter either a new registration or a new numerical series.

## USE OF THE LIBRARY.

### *I. — Reference Use.*

I propose to append as supplements to this report statements somewhat full of the work or of certain of the aspects of the work of three particular departments (the Special Libraries, the Children's, and the newly organized Statistical Department). The reference work of the Library in general does not seem to have varied from that of last year sufficiently to require extensive mention.

*Special Libraries.*—The collections now grouped and administered under this title comprise now: The Fine Arts, the Industrial Arts and Music, the Maps, the Adams, Artz, Barton, Bowditch, Codman, Galatea, Gilbert, Hunt, Lewis, Prince, with other early Americana, Thayer, Ticknor, Twentieth Regiment (military alcove), Whitman—in the aggregate about 69,000 volumes. The public documents still hold place on this floor, but their custody has been transferred to the Statistical Department under Mr. Ford.

The activity of the Fine Arts Collection has continued incessant; and it is upon this division of the work of his department that I shall quote at length from the report of the custodian.

Appended to his report is a list of the artists at present represented in the collection of photographs; a list of the books (146 volumes) containing elaborate plates whose contents have been indexed on cards, so as to become almost as accessible as the individual photographs; and the scheme adopted for the classification of the typical examples (in plates) of the fine arts, architectural detail and of the industrial arts which have been secured in part by the dissection of certain serials. The main purpose of the collection last named is to offer to the actual worker in the arts and crafts practical suggestion from historical example.

These appendices I omit here. They will be included with other material in a special publication which will form a hand-book to the Fine Arts Collection in the Library and an aid to its use.

This is a library and not an art museum. The illustrations which it may supply of the various arts do not pretend in themselves to be works of art. The most of the photographs, for instance, are but small silver prints, not the large carbons which alone could meet the requirement of an art museum. Its purpose in its plates and photographs is more particularly to furnish an *index* to the arts — an index suggestive to the eye but not necessarily satisfying. It seeks to cover the largest possible field. For this reason, the individual item must cost little. It desires to offer the material to be handled freely and informally in connection with all sorts of inquiry from people not trained to care or dexterity in its use, and even to extend its use outside the Library building. For these reasons each specimen should be small in dimension, portable, and replaceable at small expense. For such service, therefore, not merely silver prints, but half-tone and other process reproductions may be and are utilized.

As will be seen from the report of the Chief of the Department, these photographs and plates are being used to an increasing extent by classes and schools, and for display (in subject groups) in the outlying departments of the Library. The demand for such use is eager. At present it can be met only meagrely, because, although the collection is nominally large, any one subject is perhaps found but once in it. With funds with which to multiply *copies*, portfolios of these photographs and prints (in subject groups) might be circulated throughout the city, in the Branch libraries, in public

institutions, in the schools, public and private, at the meeting places of study clubs, and at lecture halls, in connection with lectures having educational purpose. A few hundreds of dollars would accomplish much; a few thousand would enable us to create a *system*, secondary only in volume to the work of the books, and auxiliary to it in service.

*Children's Department.* — The addition to the space at the Central Library hitherto available for this department, of the large adjacent room formerly occupied by the patent collection, will furnish opportunity for a service as yet not satisfactorily accomplished — that in aid of the children's work at the schools. For this reason, I have asked the chief of the department to incorporate in her report a somewhat full statement as to the relations existing between the Library and the work of the schools; and it is this section of her report which I select to quote as a supplement to mine.

*The Department of Documents and Statistics.* — In June last the American Statistical Association turned over to us the collection of books, pamphlets and serials which it had accumulated by gift, purchase and exchange, and which formed its "library." The collection as a whole numbered about 5,000 books and pamphlets. Of these a large part duplicates material already here; but this will be available for exchange and thus finally represent an accession. Future acquisitions by the Association are likewise to be turned over to us, so that the collection will continue to have the benefit of the purchases of the Association and of its exchange list. As our custodian of the collection is corresponding secretary of the Association, and thus entitled to use its name and prestige in application for material, the future accessions are likely to be important.

The material of statistics (vital, economic, political, social and industrial) is of course largely in documents. A statistical department, therefore, naturally includes the important public documents in the Library. But if it is to be set off as a department integral in itself, a department equipped for seminar work, for instance, it must include as well much sociological material of a miscellaneous character.

Such a department had not existed in this Library, nor had the Library paralleled in the domain of economics the work for which it had gained reputation in history, general literature and the arts. Its collection of public documents, though uneven and with many deficiencies, is, nevertheless, a notable one, and with effort might be made a full one; the miscellaneous material which it possesses in the general domain of economics is sufficient to justify an expenditure

which will render it reasonably complete, and the acquisition of the library and of the future exchanges of the American Statistical Association offered a special opportunity and occasion.

It was accordingly decided to organize this new department, which, although for brevity entitled the "Statistical," has, in fact, the custody of the documents also, and is to bring into useful relation with this material the miscellaneous literature of economics and of political and social science. Its charge will be to endeavor, by correspondence and otherwise, to perfect the collections themselves: to classify the material with reference to the convenience of the particular constituency which is to use it (ignoring, if necessary, any and all schemes of arrangement, notation and cataloguing existing in other departments), and to administer it in the aid of inquiry. The department is not to compile statistics. Its function is to guide in the use of them. It must know the sources, and it must know them *discriminatingly*. In perhaps no department of literature is the untrained inquirer more helpless. The facts are submerged in documents vast in dimension and forbidding in aspect. The practice of libraries seldom extends to an analysis in the catalogues of the main contents, and the indices are apt to be only to single volumes, and on no single scale of proportion. Such facts as he finds may after all be no more than incompetent inferences from insufficient data, or only partial, or later superseded.

In any reference department of a library a very small proportion of the inquiry is for a given book: the most of it is for the best material upon a given subject. But a small proportion of the inquirers are experts in the subject: a smaller proportion still are experts in the use of the Library. If familiar with the language of the subject they are still unfamiliar with the language of the catalogues and other bibliographic aids. Their demands must be translated: and they may be translated adequately only by one who knows both languages, — who has been a practical expert in the subject and has become an expert in the mechanism of the library.

If this is so in general, it must particularly be so in a department such as statistics, where a given subject may be approached from so many different points of view, where pretence is easy and voluble and carries no ear marks to distinguish it from real authority, and where the apparent absence of technicality in the vernacular is itself a peril.

The foregoing considerations explain sufficiently the desire of the Library to place in charge of this department a practical

statistician; and its gratification that there could be secured for its organization and present conduct one of the first of living statisticians. Mr. Ford coming to the Library after his experience as Chief of the Bureau of Statistics at Washington, brought also a useful knowledge of the most effective methods of obtaining the material itself, requiring familiarity with official usage and not merely patient, but dexterous application, supported by precedents.

Mr. Ford entered the service of the Library on July 15th. His work has, therefore, covered less than seven months. I have, however, requested him to include in his report a brief statement as to the proper scope and functions of a department such as this. This report I append as a supplement to mine.

## II. — *Home Use.*

Appendix VII. gives the number of volumes circulated for home use during the past year from each department of the Library, and compares this with such circulation for the year 1897.

The reduction in the number of new books (especially of lighter literature) purchased in 1898, the inconvenience of application at the Central Library during the several months of the alterations (when, though the issue continued it was much impeded and delays were excessive) would have tended to reduce the circulation. In certain departments it was actually, and in others relatively, smaller than in 1897. In the aggregate, however, it was greater than in 1897, but not by an increase proportional to that of 1897 over 1896.

HOME USE.	1897.	1898.	Gain. 1898.
Central Library (including Central Library books issued through branches and stations) . . . .	388,489	422,849	34,360
Branches and Stations (di- rect issue) . . . .	811,169	822,993	11,824
	<hr/> 1,199,658	<hr/> 1,245,842	<hr/> 46,184

The insertion of card pockets in the books circulated for home use was begun during the past season. It may lead ultimately to a change in the charging system to the advantage both of the borrower and of the record.

The period during which the penalty on books over detained was allowed to run had been three months. An examination into the usage of other libraries showed that this

period was exceptional in length; the amount of the penalty appeared to operate unduly against the poorer class of readers and in being too great to be collected, to operate also to the disadvantage of the Library. On April 29th the period was reduced from three months to four weeks. The accumulated penalties (fines and messenger notices) at the end of the former period amounted on any given book to \$3.33; at the end of the latter to \$1.09; the cost of the book (if not finally returned) being added in either case.

### BRANCHES AND STATIONS.

Under present conditions and without special expenditure the development of the outlying departments of the Library can be but gradual and partial. There is none the less reason for applying effort at improvement in the many details that may be improved without great outlay. If, therefore, the report of the Supervisor is chiefly a recital of petty changes, — a bit of plumbing here, a new fixture there, — a few score more books on open shelves, — an additional attendant, an enlargement of hours — it is to be remembered that sweeping changes not being at present possible, it is only upon these petty items that zeal for improvement may be expended.

The regrading of the Custodians of the Branches effected at the close of the year implies a higher recognition of their present responsibilities and an additional requirement.

I have felt obliged to omit the greater portion of the Supervisor's report, and shall append only a condensation of the statistics and certain sections which deal with work of larger aspect.

It will be noted that Mr. Hiller C. Wellman did not retire from the Supervisorship until May last: so that the responsibility of the present Supervisor, Mr. Ward, covers but a fraction of the Library year.

The most significant of the undertakings of the year has been the reclassification of the books upon a single system, with relative (instead of fixed) location, and identical notation; and the issue of a Finding List of recent accessions classified, located and numbered on this system, so that any copy of the list is equally a catalogue of these titles at any one of the ten branches. The work of reclassification is but begun. Hand in hand with it goes the work of weeding out the old or unserviceable books and of supplying fresh ones.

Assume the branches to be completely reorganized in this way, — their collections reduced to lowest terms and then



rebuilt to a common standard, classified alike and catalogued in common: and the basis will have been laid for a future development which may be simple, uniform and economical.

### SERVICE.

The Library has suffered serious loss by death. Most serious indeed was the loss of Arthur Mason Knapp, for twenty-four years in its service, and for the last twenty years its chief reference librarian as Custodian of Bates Hall. Mr. Knapp's accumulated experience in the work of this position, to which he devoted himself with absolute concentration, stood for an asset of exceeding value. Rather than minute here too briefly the record of his career and service, I append to be printed the notice published in the Bulletin after his death, and passages from the address of the Rev. Dr. James De Normandie (who as a member of the Library Board spoke with particular knowledge) at the funeral services.

The war took from the Library two employees, of whom one is still in the field, the other — Michael Francis Leonard — died in the hospital on his return from Santiago.

Among the resignations has been that of Hiller C. Wellman, Supervisor of Branches. Mr. Wellman came to this position from the Athenæum Library in December, 1896: he left it to take the office of Librarian of the Brookline Public Library in May, 1898. In the meantime he had devoted active, earnest and intelligent service to the reorganization of the outlying library system.

The accessions to the service have brought notable capacity. Mr. Oscar A. Bierstadt,<sup>1</sup> who comes to take the place of Mr. Knapp as Custodian of Bates Hall, brings an experience of more than twenty years in the Astor Library, the latter part of which stood as an experience most nearly akin to that of Mr. Knapp, in a library most nearly akin to the Boston Public Library (in this department).

Mr. Langdon L. Ward, who succeeded Mr. Wellman as Supervisor of Branches, was not directly imported into that position, but was promoted to it because of work (in a subordinate department of the Branch system) so excellent as, with other obvious qualifications, to promise success in administering larger interests.

The acquisition of Mr. Worthington C. Ford for the organization of the Statistical Department has already been commented upon. In addition to his special knowledge in the

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<sup>1</sup> Mr. Bierstadt does not begin his duties until February 1, 1899.

domain of statistics, finance and economic science generally, his knowledge of the sources of American history is of value to the Library in its purchases of Americana.

In the ordinary service the usual number of changes has occurred. The Library has lost by death or resignation in all nineteen persons; it has acquired in all thirty-four.<sup>1</sup> The latter figure includes all persons who have entered the service whether or not continued permanently. Of these thirty were in office at the end of the year.

*Examinations.*—Five general and ten special examinations were held during the year. Of the general two were for Grade B, one for Grade C, and two for Grade E. Of the special, five were of employees qualifying for promotion (to Grade B special, one; Grade C special, two; Grade C, one; Grade E, one); the remaining five were of outside applicants (to fill vacancies for which the lists returned by the general examinations did not seem adequately to provide). Of these latter special examinations one was for Grade B; three were for D special; one for E.

In all 236 papers were received and considered—of which 67 were from male applicants, 169 from female. Of the thirty-four persons taken into the service twenty-three were male, eleven female, and the assignment as follows:

Grades.	Central.	Branches.
B	3	1
D Special		4
D	5	3
E	5	1
Ungraded <sup>1</sup>	8	4
	—	—
	21	13

It would be ungracious to make no mention of the volunteer aid that is constantly offered to the Library and sometimes accepted. The most of it desires to be anonymous, and a great deal of it is necessarily so. During the past three years one service in particular has been rendered by outsiders, which has been of very great usefulness. A committee numbering (at any one time) from fifteen to twenty persons (all residents of the city, and thus far all women) has undertaken to read every work of current fiction (in English), under consideration for purchase, and to report to the Librarian in writing certain information regarding it. The information requested is in chief: is the book suitable for child, or for adult? is it historical, or purely romantic? narrative, or

<sup>1</sup> Including appointments to positions not subject to formal examination (Supervisor of Branches, Custodian of Bates Hall, etc.). Also janitorial appointments.

does it deal with some contemporary social problem? if historical, what period of history does it depict? its merits and defects: as to accuracy (if historical), temper (if touching social problems), apparent sincerity (if treating religious problems), morality and style; and an outline of the plot sufficient to render intelligible the information above described.

Every new work of fiction (in English) is read and thus reported upon independently by two persons; if their reports disagree, by a third. The labors of the Committee may be appreciated from the fact that during the past year (a normal one) 548 books were read by it, and reported upon in writing.

These reports are of the greatest service to the administration of the Library, and have been made use of by other institutions or boards having the responsibility of selecting from the mass of current publications, but unable to examine each book in detail. And the labors of the Committee would have received appreciative mention before this, but that its function is so liable to be misunderstood.

It is *not*—an outside body, without official responsibility—substituted for the administration. It does not *select* books for the Library; it merely furnishes information by which the books may more efficiently be selected by the Librarian and Trustees. It indicates also an opinion whether, on the whole, the book is worthy. But this opinion does not finally control. It is an element in the decision, but no more. And the final decision, for acceptance or rejection, frequently runs counter to it.

The Committee is not a body of experts: it is composed of persons selected at large, sufficiently numerous to represent at any one time different points of view. Its *personnel* changes constantly, in order that the variety of view may be still greater, and that merely methodical and routine judgment may be avoided. The purpose (so far as it concerns the mere opinion desired) being to secure the average instinctive judgment of the general public, the committee is not furnished by the administration with any standards of criticism; indeed, its requests for such standards have regularly been denied.

Of the 600 works of current English fiction received during the year, less than a third (with necessary duplication of copies) could be purchased. That of the 180 purchased last year it may be said that not one was placed on the shelves without having been read and reported upon by at least two persons, indicates a service by the Committee sufficiently deserving of gratitude. That to the selection of

these 180 titles out of the 548 the Committee contributed information of great usefulness, indicates a service of even larger measure. I feel that to the members of the Committee, and especially to its permanent chairman, Miss Mary Morison, an appreciation on the part of the Library is due which ought not further to be suppressed.

All the departments have been more or less embarrassed during the year by illness, and upon some has fallen the special strain incident to the structural alterations. This was, of course, heaviest upon the Issue Department, which was for a long period deprived of the full use of the pneumatic tubes and other apparatus, and cut off from its ordinary passageway to the stacks, and was obliged to carry the ordinary burden of work in a space contracted, noisy, draughty and dusty, and confused with carpenters, masons and painters. But there is no department at the Central Library which was not in some way or measure inconvenienced. The Ordering Department, for instance, was for weeks deprived of its room entirely, and crowded into a small, ill-lighted space in the Entresol. Even the Catalogue and Shelf Departments, though remote from the centre of operations, suffered much embarrassment during their course. The Shelf Department, for example, has had the special burden (in addition to its routine work) of moving and relocating (without the use of lifts) more than 300,000 volumes affected by the changes.

The strain (especially upon the attendants in the Issue Department) has been exceedingly severe. That they suffered from it I know. But so far as I know they did not (by a single peevish expression) let the public suffer from it. Not a single complaint came to me that the service was too arduous; not a suggestion that the work ought to be suspended even for a single day. I am, however, so wonted to this spirit of unselfish earnestness among the employees of the Library, and their eagerness to do all in their power to secure the best results, that it is only by an effort that I can regard or mention this recent manifestation of it as significant.

HERBERT PUTNAM,  
*Librarian.*

FEBRUARY, 1, 1899.

SUPPLEMENTS TO THE REPORT OF THE  
LIBRARIAN.

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(A.)

## MEMORANDUM AS TO THE GENERAL CARD CATALOGUE.

*To the Librarian :*

The Card Catalogue of the Boston Public Library was begun in 1871. At that time the titles of books under authors and subjects in the first Catalogue of Bates Hall (the Index, 1861) and its First Supplement (1866) and the Prince Catalogue were cut from those volumes, pasted on cards and made a part of the Public Card Catalogue. The Bulletins also, which contained the record of the additions to the Library, from September 1, 1867, to 1871, were treated in the same manner. The titles in the various Lists for the Lower Hall (now Stack 4) were made a part of the Public Card Catalogue for that collection.

From 1871 on, the printed titles of all books received by the Library (including the Ticknor collection) have been added day by day to the Card Catalogues. An exception was made in the case of the Barton collection, for three reasons: 1. The collection was kept by itself at a distance from Bates Hall, in a room where no attendant was stationed. 2. The works of great rarity and value in the collection it was thought best not to bring forward into prominence. Persons entitled to use them could find them through the catalogue printed in a volume. 3. On the other hand, the works of less value, such as modern editions of Shakespeare, were largely duplicated in the general collection, more easily attainable, and preferably to be used to the saving of the rarer editions.

## THE OFFICERS' CATALOGUE.

The second Card Catalogue, kept in the Catalogue Room, from 1871 on, is in the main a duplicate of the one for the use of the public. Its basis was the collection of titles in manuscript for books received after the publication of the First Supplement to the Bates Hall Index, which titles it was

intended to use as printers' copy for a Second Supplement. These additions, so far as they covered newly-published books and others of especial interest, were printed in the Bulletins, and, as already stated, these selected printed titles were added to the Public Card Catalogue.

The Index, the Supplement and the Prince Catalogue were not cut and added to the Officers' Catalogue, because at that time it was thought that any information needed by the Library staff could be found readily in the catalogues in printed volumes.

It may be inferred that after the work mentioned on the Public Card Catalogue was finished, readers had at hand a fairly representative inventory of the books in this Library. This was the case so far as the titles of these books had been put into type. The Index and Supplement, however, did not contain the titles of all the books in the Library; pamphlets, for example, being generally omitted, and subject entries not being given in all cases.<sup>1</sup>

It was found on using this new conglomerate catalogue that the titles in small type, cut from the printed catalogues, when placed in drawers under a wire were read with difficulty; they also suffered from wear and tear.

With the growth of the Library it was also found that the titles as hitherto printed were altogether too brief for usefulness, and that it would be necessary to recatalogue and re-print all that represented books received by this Library during the first twenty years of its existence.

It was decided also, for good reasons, to make the Public and Officers' Catalogue exactly alike, each ultimately to contain a record of all the books added to the Library from the beginning.

This work has gone on steadily for twenty-seven years, the cataloguing of former years being brought up to the greatly advanced present standard.

Since moving to the new building a triplicate Card Catalogue has been prepared for the books added to the collections in the Special Libraries' Department. From tests recently made, I think that only a comparatively small number of books in the Library (outside of the Barton collection) will fail to be found in some form in the Bates Hall Card Catalogue.

Respectfully submitted,

JAMES L. WHITNEY,

*Chief Cataloguer.*

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<sup>1</sup> Reference is made to an article (B) which follows this memorandum.

## (B.)

CONSIDERATIONS AS TO A PRINTED CATALOGUE  
IN BOOK FORM.*To the Librarian :*

When the Boston Public Library first occupied the new building on Boylston street two independent libraries were established there: 1. The collection of popular books in the Lower Hall. 2. The more scholarly books in the Bates Hall. For the popular department a Finding List was printed in 1858, which has been followed by Class Lists, in many editions, down to a recent date. For the Bates Hall a List was published in 1861. The title in both was an "Index to the Catalogue," etc., as consisting of brief entries which pointed to a card catalogue, or the books themselves, for fuller particulars.

These Indexes, moreover, contained the titles of a selected portion only of the Library, but few pamphlets, for example, being included, unless written by Boston authors or relating to the affairs of Boston; while subject-entries were not given in many cases, particularly where a publication contained less than one hundred pages—a poor test, as was then allowed, of the value of any production, and particularly so in science.

A First Supplement to this Index, on a like plan, was published in 1866, and it was purposed to follow these Indexes with supplementary ones, to be gathered together at some future time, it was hoped, under one alphabet.

At this time the Library took a great stride forward, the annual additions, which for a few years had averaged 7,500 volumes, increasing to some 25,000 volumes, including special libraries, such as the Prince and Ticknor collections, which were given with the understanding that critical and scholarly catalogues be published.

Mr. Justin Winsor, soon after assuming the office of Superintendent, saw clearly that this great increase was "almost a portent of future unavailing efforts to keep up in print with the growth of the Library," and that it had become "a question of prime importance, with the future so promising for continued growth, whether some change in the method of presenting the record of our accessions to the public will not be absolutely forced upon us."<sup>1</sup>

In the meantime, as the nearest approach possible to the catalogue desired, a Bulletin of new accessions was begun

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<sup>1</sup> Annual report, 1871.

in 1867, which publication, with changes of form, has continued until the present time. To this, from time to time, have been added catalogues of special subjects in great number.

It is understood that the material supplementary to these catalogues in printed volumes, which was being collected in card form, was intended only for the use of the officers of the Library in preparing a new Index volume. Readers were obliged to examine many catalogues and bulletins, which numbered, in 1871, in both libraries, nearly thirty — a state of things which was felt to be intolerable.

At this time the foundations were laid of a Card Catalogue, intended, under author and subject, to give full entries for all the books in the Library. This involved not only the cataloguing of the new accessions to the Library, but also all the omitted material already alluded to, together with the re-cataloguing of some 175,000 volumes. This work of preparation and revision has gone on steadily since that time, its scope and methods broadening and ramifying with the growth and development of the Library. Since the establishment of the Card Catalogue it may be roughly estimated that 400,000 volumes, pamphlets and parts of volumes, newly added to the Central Library, have been catalogued, and, on an average, 12,000 volumes a year of older material have been revised and recatalogued.<sup>1</sup>

#### A PRINTED VOLUME.

While this work has more than met the anticipations of its projectors and has proved in many respects an ideal catalogue, the question has been asked from time to time by those who have chafed under its requirements and limitations, whether it might not be possible to condense all this material into printed volumes, which could be consulted more readily and used outside the Library building.

To this question the reply of the Trustees has been that owing to the expense involved and to other grave considerations, they were not prepared to enter upon an undertaking so vast and of so uncertain an issue. At least, until the Library should be housed in a new building and all of the necessary changes of shelf-position and shelf-numbers had been made, a printed catalogue, even if possible, would be an unwise project.

Now that this transfer has been made and the changes mentioned are under way how does the case stand? What will the proposed catalogue involve?

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<sup>1</sup> From 1832-1897, 191,472 volumes were recatalogued in the work of revision.



I. In the first place the work of revision must be pushed with vigor to the end, the cataloguers being called off from all other special work to receive aid in this undertaking from an extra force to be engaged from outside. The cards for every book must be copied in abbreviated form, compared with each other, and, if not already done, with the cards in the Public Catalogue, with the shelf-lists, and with the book itself, while the subject headings must be submitted to a rigid test as to their correctness and their indication of relationship to the headings of cognate subjects. The catalogue of a great library is a constant development; to its latest and highest requirements all the work of preceding years must be brought. Only when the work is perfected can it be given to the printer. The time needed for this cannot be estimated, but only guessed at from the experience of other large libraries which have printed their catalogues.

II. Supposing that this revision is finished and the card catalogue as it stands now is ready to print, what then?

On June 25, 1898, the Card Catalogue measured 12,523 inches, linear measurement through the thickness of the stock. Reckoning eighty cards to an inch these cards number 1,001,840. Roughly estimated, from numerous tests made, nine-tenths of these cards contain one title each, and one-tenth two or more titles. It might be said that there are 1,200,000 titles (author and subject) in the Public Card Catalogues in the Bates Hall and Delivery Room. This leaves out of account many of the titles in the Ticknor and Barton Catalogues, which it would be desirable to include in condensed form in a general catalogue of this Library.

An estimate may be made in another way. There were in the Central Library, exclusive of the Duplicate Room, on July 1, 1898, about 524,000 volumes, or, deducting special collections, say 500,000 volumes. Reckoning two and one-half entries for each book (an accepted estimate),<sup>1</sup> the number of titles to be printed would be 1,250,000.<sup>2</sup>

III. The question now arises shall the proposed catalogue be kept up to date; that is, shall the titles of books received while the work is in progress be added, or shall it include only what was in the Library at the time of beginning the work?

For the past seven years the cards placed in the public catalogues in Bates Hall and the Delivery Room have

<sup>1</sup> The Dictionary Catalogue of the Boston Athenæum for the period from 1872-1894 covers 80,000 bound volumes and 5,000 pamphlets, and is estimated to contain 291,840 cards, or nearly three and one-half cards per title.

<sup>2</sup> In this estimate no account is taken of the number of duplicate copies on these cards, the number of volumes made up of many pamphlets, or the number of works in long sets.

averaged 44,857 a year, or about 150 a day. Since the preparation and printing of these titles in addition to those already in the Library would push forward the publication of the catalogue indefinitely, I will here make only estimates on the collection of books as it now stands.

#### TIME.

IV. Assuming that these 1,200,000 titles are ready for the printer, how much time will be needed to edit them through the press?

From an examination of numerous catalogues of this and other libraries, I judge that the number of titles to a page would average from forty to fifty, depending on the fulness of the titles given and the style of printing. Calling it the larger number, the catalogue would fill 24,000 pages; if the smaller, 30,000 pages.

The Boston Athenæum catalogue was printed at the rate of 1+ pages a working day; the catalogue of the Library of the Peabody Institute at the rate of less than two pages a day; the Index-Catalogue of the Library of the Surgeon-General's office, United States Army, at the rate of about three and one-third pages a day. Calling the rate of progress for the proposed catalogue five pages a day, the time needed would be in the one case sixteen years, and in the other twenty years.

The catalogue of the Boston Athenæum, work upon which was begun in 1856, was sent to the printer May, 1872. January of that year was taken as the limit beyond which no book should be added. On its completion, therefore, it did not contain the titles of books added to the library for the preceding ten years. To the Index-Catalogue of the library of the Surgeon-General's office, and to the catalogue of the Peabody Institute, the titles of books and articles received during the printing were added, except such as were included in the part of the alphabet already in type.

On the completion of the Index Catalogue enough material had collected in the letter A to fill 828 pages, while in the main work this letter occupied only 718 pages. In the Peabody Institute catalogue this letter occupies 236 pages in the supplement, and only 136 in the main work. This disproportion would doubtless disappear in the later letters of the alphabet, yet it shows that the titles left over on the completion of a catalogue may be as numerous when the work is delayed to insert matter received during its progress through the press as when, receiving no additions, it is put through more rapidly.

## USE.

What will be the value and how great the use of a catalogue which does not contain the titles of books added for ten to twenty years previous to its issue?

On the completion of the Boston Athenæum catalogue I examined the books given to readers at the Boston Public Library for some days, and found that seven out of ten had been published less than ten years. Of course such a catalogue would have less and less use from year to year.<sup>1</sup>

By recent tests made by Mr. Chevalier, of the Catalogue Department, it appears that of books taken for Home Use on given days 24 per cent. were published before 1883, while 19 per cent. bore date between 1883 and 1888, and 57 per cent. between 1888 and 1898; while of books taken for Hall Use, 37 per cent. were published before 1883, while 24 per cent. were issued between 1883 and 1888, and 39 per cent. between 1888 and 1898. On the completion of the proposed catalogue for this Library it probably would not contain one-fourth of the books called for by readers.

## EXTENT.

An opinion as to the number of volumes required for a printed catalogue of this Library may be ventured, based on the experience of other libraries. Six years ago an estimate was made that the titles in the card catalogue of the Upper Hall of the old Library building would fill sixteen and one-half volumes of the size of the Barton catalogue (Miscellaneous part). This estimate apparently took no account of the titles which have long contents, or of the cases where more than one title is on a card, and in my opinion it falls far short of being correct.

The Boston Athenæum catalogue of 92,000 volumes and about 36,000 pamphlets is in five volumes with 3,400 pages. In the five volumes of the Peabody Institute Library the 5,000 pages catalogue a collection of perhaps 100,000 volumes. The Index-Catalogue at Washington in its sixteen volumes, or 16,000 pages, represents a collection somewhat larger, minutely analyzed.

The British Museum catalogue, with author entries only, which approaches completion, thus far fills about 110,000 columns (two to a page, folio size). These columns, if joined

<sup>1</sup> "While the use of the catalogue in print is vastly more convenient than the best in manuscript, and while our printed volumes may be of great advantage in other libraries, and to a few students who possess them, it is very apparent from observation that the great bulk of users of the Bates Hall are in search of the newer books, which cannot be found in the printed catalogues." — *J. Winsor: Superintendent's Report, 1872.*

to one another, would reach more than seventeen miles, — a vivid illustration of the proportions which the catalogue of our own Library will soon reach.

With its half a million volumes and many thousand pamphlets an estimate for the Boston Public Library of a catalogue in thirty volumes of a thousand pages each is probably a moderate one.

#### COST.

It would be difficult to estimate the cost of preparing a catalogue of this Library for the press and printing it. In 1881 the Examining Committee made a statement, based upon estimates furnished them, that the cost would be nearer \$200,000 than \$100,000. The Catalogue of the Boston Athenæum, in five volumes, is said to have cost nearly \$100,000.<sup>1</sup> Of the Index-Catalogue of the Library of the Surgeon-General's office one volume has been issued yearly at a cost for the printing and binding alone, and not including the cost of preparation, of \$12,000 a volume, or \$216,000 for the eighteen volumes (first and second series) so far issued, in an edition of 1,000 copies. For printing the Catalogue of the British Museum, which was begun January, 1881, an annual grant was assigned which has risen by gradual increments to £3,000 a year.<sup>2</sup>

#### SALE.

If a price be set upon the catalogue based upon its cost, or upon the charge for the catalogues of other libraries, but few copies would be sold. Even if a nominal price were named, judging from the experience of the Library, the sale would probably be quite limited.

#### SPECIAL LISTS.

As already stated, in place of a new general catalogue in a printed volume, the Bulletin was established, which gives ready access to the new additions to the Library.

Moreover, as any subject has come forward into prominence or general interest it has been made the occasion for preparing

<sup>1</sup>This estimate is only an approximate one. (See the reports of the Treasurer.) The Librarian has stated that the cost of printing, paper, binding, etc., was about \$20,000, and that for many years there were from two to eight persons preparing the manuscript for the printer. The compilation of this catalogue was attended with peculiar difficulties (see the Preface), and its cost was greater than might be expected in similar undertakings.

<sup>2</sup>For the British Museum catalogue the yearly subscription for the parts, which began to appear about 1881, is £3 10s. The selling price of the entire catalogue will be £84. The price of the five volumes of the Peabody Institute catalogue is \$37, and \$11.50 for volumes 1-3 of the second series. The Boston Athenæum catalogue is sold for five dollars a volume, and to libraries at twenty dollars for the entire work. About 350 copies have been sold. The price for the catalogue of the Library of the Surgeon-General's office is \$3.50 a volume; for that of the Bibliothèque Nationale, fifteen francs a volume.

a special catalogue, in which, with the aid offered by specialists, the titles of the most helpful and authoritative works have been gathered. As an example, there may be cited the list of books on social reform, published this year. Such lists as these, drawn from the general catalogue, when the interest of the public on any particular question or department of literature is ardent, are timely and of service, whereas such a topic in a general printed catalogue might at any given moment not have been reached or be a dozen years behind the time.<sup>1</sup>

#### SUPPLEMENTS.

On the completion of this proposed catalogue a million cards will probably have accumulated, necessitating the preparation of the first of many supplements to follow. The Library would then be confronted with the state of things which led its first Superintendent, Mr. Jewett, to affirm that "Nothing short of what a Card Catalogue is in plan can ever be regarded as entirely satisfactory for a great public library,"<sup>2</sup> and his successor, Mr. Winsor, to agree with the view of European librarians that "printing in a large and rapidly growing library is impracticable."<sup>3</sup>

#### PRINTING.

Nothing has been said in regard to the printer's part in the proposed catalogue, for the reason that the other considerations adduced are the vital ones. With the addition of another press and linotype the proposed catalogue could be put in type to keep pace with the supply of matter furnished by the editors.

With the coming of the linotype there was a suggestion that the way might be open for a catalogue of the entire Library in printed volumes, and moreover that by holding the solid lines or "slugs," insertions might be made and the catalogue kept up to date.

In this Library the linotype has been tested in catalogue work to the following extent: In addition to the printing of the titles of accessions for the card catalogue and the special catalogues a Monthly Bulletin has been issued, and at the end of twenty months about two-thirds of this matter has been reprinted, with some changes, from the same slugs, as

<sup>1</sup>The Austrian Library Association, at its meeting held on March 26, of this year, decided to abandon the plan for an Austrian General catalogue, owing to lack of adequate support, but in its place it voted to publish bulletins devoted to library matters. — *Library Journal*, September, 1898.

<sup>2</sup>Annual Report, 1861.

<sup>3</sup>Annual Report, 1872.

an Annual List.<sup>1</sup> Although this is an Author Catalogue, arranged simply by classes, and much less intricate than a Dictionary Catalogue of authors and subjects, many difficulties have been met with in its development. If the attempt should be made to unite the slugs for this Annual List with others for a two-year list or a five-year list, as has been proposed, these difficulties would multiply many fold. To mention one: to the labor of finding the slugs and rearranging them there would be added the constantly increasing necessity for a new grouping. It would probably be more economical to set up the whole list anew. For it is a settled principle that work ought to be perfected before it is sent to the printer; all changes and new arrangements after that are disastrous. The same principle holds good with the linotype. Editorial work must be done elsewhere than in the printer's office, or the linotype room.

With the linotype as up to this time developed, methods which hold good for printing such a publication as the Annual List would cease to be operative in the case of a larger and certainly of a much larger catalogue. The cost of arrangement and editing would be out of all proportion to the increase of titles.

The case as it stands is as stated. Should the linotype ever through the progress of invention overcome its present limitations and effect that which now seems impossible, no one will rejoice more than the maker of catalogues.

#### SUGGESTIONS.

The Examining Committee for 1886, impressed with the requirements of the Catalogue Department, suggested "that \$100,000 be secured by public grant, private subscription — or by all combined — the income of which should be exclusively devoted in perpetuity, to the Bates Hall Catalogue."

With this sum in hand, it would be worth while to consider whether, if it be impossible to make an elaborate author and subject catalogue, some quicker and less expensive substitute might not be found.

#### AUTHOR CATALOGUE.

I. An Author Catalogue, that is, one in which entries are given only under authors' names, and not, as in a Dictionary Catalogue, under subjects also, could be prepared with less delay and cost. That of the British Museum has been mentioned. The Bibliothèque Nationale has begun the publication of such a catalogue, of which the first volume

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<sup>1</sup> This was followed by a second Annual List, January 1, 1899.

contains, in 565 pages, 11,067 titles, or about one-fourth of the titles of works of authors whose name begins with the letter A.<sup>1</sup>

As to the value of an Author Catalogue it should be said that however the case may be in the Bibliothèque Nationale, or in a University Library, in the Boston Public Library an Author Catalogue would be of less value than one under subjects.

One comes to a library to learn one of two things: 1. Whether a certain book is there; or 2. What the library has on a given subject. The first point is settled by an Author Catalogue, and it is the only one settled except the question of the bibliographer, who wishes to learn the exact title of an out of the way book. An answer to the second question is found in a Subject Catalogue.

The scholar, familiar with literature, will seek what he needs in an Author Catalogue. Even here he will obtain more satisfactory results from the Card Catalogue of the Library than from its abbreviated reproduction in book form. The general inquirer, however, as a rule does not know the particular book required, and asks what books are in the Library under a given subject. This question cannot be answered by an Author Catalogue whether in book form or on cards.

The publication of an Author Catalogue for the benefit of all countries may perhaps be justified in the case of the British Museum and the Bibliothèque Nationale, as being national libraries and containing in the largest gatherings of books in the world an approach to a universal collection. The library on this side of the Atlantic most nearly approximating such a collection ought ultimately to be our own National Library. This institution receives copies of every book copyrighted in the United States. Even if it should not attempt to publish a complete catalogue of its collection it is conceivable that an Author Catalogue of at least this portion, representing a complete, authoritative description of all the issues of the American press, might be of sufficient service to bibliography to justify its expense.<sup>2</sup> It would have the advantage, which Trade Catalogues do not possess, of being a full, precise and scholarly description. Such a work, however, needs to be issued under the authority of one institution only. It does not need to be repeated by other libraries.

<sup>1</sup> The Introduction by M. Delisle is interesting, especially section 15. "Raisons qui ont fait adopter l'ordre alphabétique pour le Catalogue."

<sup>2</sup> A Catalogue of Authors was begun by the Library of Congress in 1878, but it was continued only through the letter C. Its catalogue of the title entries of books and other articles entered in the office of the Register of Copyright is a publication in the direction indicated.

If each national library would at least undertake such a catalogue for the issues of the press of its country, the publications of the world would be economically recorded. But however proper a work like this might be for a national library, with a collection of copyright material presumably complete, and with the resources of a nation behind it, the Boston Public Library stands in a very different position. It is to an extent a scholars' library; it is also a popular library. It does not contain, and does not wish to contain, more than a fraction of the books published in this country. The bibliographical value of its catalogue in print, therefore, would be limited accordingly, while the material published abroad which it contains, being for the most part duplicated in the British Museum and the Bibliothèque Nationale together, is adequately recorded at their expense in their catalogues.

So much for the scholarly side, the bibliography pure and simple. For the popular service, the Monthly Bulletin and special lists, as they are issued from time to time, are adequate and more to the purpose.

#### CLASSED LISTS.

II. The titles under authors might be grouped under classes, as in our Monthly Bulletin and Annual List. Such a list of all the books of this Library, however, would need a classification so extensive and indexes so minute that the labor might quite equal that of finishing the preparation and the printing of our Dictionary Catalogue of authors and subjects. The Annual List is only a selection from the Monthly Bulletins, which are themselves only a partial record of the books currently received. From the labor expended on this list (which is without indexes) one can imagine the time needed for the preparation of an indexed list of all the books received by this Library for nearly fifty years.

#### SELECTED SUBJECTS.

III. Some years ago, in the Boylston street building, when the pressure for space for the Card Catalogue was a matter of concern, a plan was formed to take out certain sections and print them separately. While the work done in this direction has great value, as approaching the subjects treated from a different point of view from our Dictionary Catalogue, and, while it also supplements that work, the Library has never seen the wisdom of substituting these lists for the fuller entries in the Card Catalogue, or breaking up the completeness and continuity of that great work. Still, some such plan may be forced upon us in the future.



## CONCLUSION.

I have presented the question of a catalogue in a printed volume for the Boston Public Library succinctly, and I trust fairly, for consideration.

I think that such an undertaking would be unwise. The decision of twenty-six years ago was based on reasons which have gathered strength with the passing of time.

Respectfully submitted,

JAMES L. WHITNEY,

*Chief Cataloguer.*

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## POSTSCRIPT.

The following statements in the "Quarterly Review" for October, 1898, in regard to the Book Catalogue of the British Museum, supplement the information given in the preceding report. It is there stated that the complete catalogue will consist of about six hundred volumes, containing on an average, 250 columns each. During its progress through the press the accessions to the library have exceeded half a million titles, only a fraction of which will appear in this catalogue. The number of copies available is about 250, but of these less than one-third has passed into circulation, and even of that number about one-half has been given gratuitously. A supplementary catalogue of accessions was printed, which a subscriber could obtain for £3 a year in addition to his subscription of £3, 10s., for the principal catalogue. But this Accessions Catalogue found scarcely any subscribers, and the issue has now been contracted within the narrowest possible limits. The writer adds "The present situation may be summed up in the statement that the Catalogue of the British Museum is almost unknown outside of the Reading Room; that its complete form is found in the Reading Room alone; and that the very few persons who have access to it beyond those precincts possess it in a form which is so incomplete as well-nigh to frustrate the chief reason of its existence."<sup>1</sup>

In the magazine "Literature," for January 10, 1899, it is stated that the officials of the Bibliothèque Nationale have been compelled to cease printing their catalogue by reason of the great expense involved. When the work was undertaken it was estimated that the catalogue would occupy some eighty volumes. The first volume cost £1,600, so that the cost of the entire work might be £130,000.

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<sup>1</sup> In a circular from the British Museum, dated April 15, 1899, the statement is made that a supplement will be published to include the titles, not yet incorporated, of all works acquired since the commencement of the printing of the catalogue to the end of 1899.

## (C.)

EXTRACT FROM THE REPORT OF THE SPECIAL  
LIBRARIES, DEPARTMENT OF FINE ARTS.*To the Librarian :*

Five lectures were given during the year:

*In the Barton Library.*

1898.

February 23. Mrs. Hannah Johnson Carter. On the Art of Ancient Egypt.

March 1. Lecture on Egypt repeated.

*In the Fine Arts Room.*

April 21. Prof. D. G. Lyon of Harvard College. Assyrian art, life and history. Illustrated by the stereopticon.

November 30. Mrs. Marie Buckman, Secretary of the Egypt Exploration Fund. Art of Ancient Egypt.

1899.

January 31. Mr. C. Howard Walker. Early Greek architecture and ornament.

Photographs, etc., illustrating the lectures were supplied by the Library. The lecturer was secured in each case by the Unity Art Club. It is very desirable that the large Lecture Room be made available for these lectures, as neither the Barton Library nor the Fine Arts Room is adequate.

The collection of photographs now numbers 9,870, of process reproductions, 3,509. Of the photographs, 1,696 have been added during the year at an expense of \$739.63 for purchase, and \$447.68 for mounting. The process pictures are classified and catalogued. The work is continuing on the photographs, less than 25 per cent. of which remain to be taken in hand. There is no doubt that this collection of photographs has not only increased the usefulness of the Fine Arts Department, but has stimulated the study of art among various classes in the community.

The collection of topical examples of objects of industrial art, formed after the pattern of collections in the numerous industrial museums in Europe, with the aid of the information and material gathered by Mr. S. R. Köhler of the Museum of Fine Arts, has been placed in a suitable case, and the arrangement of the plates advances. The collection consists mainly of plates (each example on a single sheet) from periodicals, arranged broadly in classes, such as architectural detail, ornament, plastic arts, furniture, etc. As the collection develops I intend to subdivide by countries, styles, and periods.

The use of the Allen A. Brown Library has noticeably increased since a beginning was made in the printing of the catalogue. Nearly 8,000 cards are now printed, and copy is ready for the printer which represents at least 60,000 more. These it is desirable to hasten, if possible.

The catalogue of about 4,700 cards, covering analytical references to musical works, periodicals, etc., and biographies, has been added during the year. The collection consisting of magazine articles, newspaper clippings, etc., was made by Mr. Brown, and has been bound up in volumes, over fifty of which are now catalogued. By means of this catalogue, in which works of importance are indexed as they appear, current information may be found concerning modern music and musicians. Progress has been made as well in the collecting, arranging, and binding of the series of concert programmes of the Handel and Haydn, Philharmonic, Mendelssohn Quintette Club, Musical Fund, Academy of Music, and other musical and choral organizations in Boston during the past seventy years.

Through the generosity of Mr. Brown the resources of this collection are enlarged systematically by the addition of new publications in music and musical literature. The collection of works for orchestra in full score has been largely increased. Worthy of mention among the more important additions of the year is a collection of part-songs and larger works for whole chorus, bound in fifty-two volumes, and comprising more than 1,200 separate publications.

#### EXHIBITIONS IN THE FINE ARTS DEPARTMENT, CENTRAL LIBRARY.

##### 1898.

Feb. 8-14	— Venetian school. Photographs . . . . .	Barton Library.
Feb. 14-21	— German and Flemish school. Photographs . . . . .	“ “
Feb. 21-28	— Dutch school. Photographs, . . . . .	“ “
Feb. 28-Mar. 7	— French school. Photographs . . . . .	Fine Arts Room.
Mar. 7-14	— English and American schools. Photographs . . . . .	“ “ “
Mar. 14-28	— School-room decoration. Photographs . . . . .	“ “ “

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NOTE.—The above six exhibitions illustrated lectures by Mr. J. F. Hopkins to teachers of the public schools.

Mar. 21-April 1	— Ancient Egypt. Photographs, colored plates, and books, to illustrate a lecture by Mrs. Hannah Johnson Carter . . .	Barton Library.
Mar. 2-20	— Washington portraits. Loaned by Mr. George R. Barrett . . .	“ “
Mar. 21-April 9	— Decorative paper covers. The Walter M. Rowlands collection, supplemented by contributions from other owners . . .	“ “
April 7-18	— Madonnas of the old and modern schools of painting and sculpture . . .	Fine Arts Room.
April 15-May 10	— Books and broadsides purchased at the Deane and Bancker sales . . .	“ “ “
April 18-May 3	— Assyrian art. Photographs, colored plates, and books, to illustrate a lecture by Prof. D. G. Lyon of Harvard College . . .	“ “ “
April 20	— Greek art. Photographs, etc., in connection with a conference and lecture on Greece, by the Unity Art Club of Dorchester . . .	Barton Library.
May 3-17	— Industrial arts. Recent accessions, plates, etc. . .	Fine Arts Room.
May 10-June 12	— Americus Vesputius. Books, maps, portraits, etc., in commemoration of the centenary . . .	“ “ “
May 17-June 6	— Memorial Day. War photographs, colored plates, battle flags, brigade flags of Massachusetts regiments in the battle of Gettysburg. Loaned by Mr. Charles B. Brooks . . .	“ “ “
June 6-July 12	— English cathedrals, abbeys, castles, university buildings, etc. Photographs . . .	“ “ “
June 12-July 8	— Battle of Bunker Hill. Maps, broadsides, documents, portraits, etc. . .	“ “ “
June 20-Aug. 1	— Edward Burne-Jones. Photographs of the artist's	

		works, to commemorate his death on June 17 .	Fine Arts Room.
July 12-Aug. 1	—	Japanese architecture and costume. Photographs .	“ “ “
July 12-Aug. 19	—	Hawaiian Islands. Photographs, plates, maps, portraits, etc. Loaned by Hon. Gorham D. Gilman,	“ “ “
Aug. 1-19	—	Recent municipal architecture of Boston. Plates .	“ “ “
Aug. 1-Oct. 3	—	The typical American, male and female. Photographs of statues made from measurements by Dr. D. A. Sargent . . . .	“ “ “
Aug. 19-30	—	“Galerie Amér. du Musée d'ethnographie du Trocadéro.” Plates. In connection with the convention of the American Association for the Advancement of Science .	“ “ “
Aug. 30 Oct. 3	—	Constantinople; American mural decorations; mural decorations in the Panthéon, Paris. Photographs,	“ “ “
Sept. 2-8	—	War with Spain. Pictures cut from periodicals, etc.,	“ “ “
Oct. 4-17	—	Classic architecture in Italy. Photographs . . . .	“ “ “
Oct. 17-24	—	Assyrian and Babylonian antiquities. Photographs. In connection with the history course in the Boston High schools . . . .	“ “ “
Oct. 24-Nov. 17	—	Portraits from the historic schools of painting. Photographs . . . .	“ “ “
Oct. 26-Nov. 22	—	P. Puvis de Chavannes. Died Oct. 24. Photographs of his work. Certain of them loaned by Mr. F. P. Vinton and Mr. A. H. Munsell .	“ “ “
Nov. 17-Dec. 5	—	Ancient Egypt. Photographs and colored plates, to illustrate a lecture by Mrs. Marie Buckman .	“ “ “
Dec. 5-15	—	English country churches. Half-tone pictures . . . .	“ “ “

Dec. 15-31	— French chateaux. Photo-			
	graphs . . . . .			Fine Arts Room.
Dec. 19-31	— Madonnas. Photographs.			
Dec. 31-Jan. 10,				
1899.	— Paris and Versailles. Pho-			
	tographs . . . . .	..	..	..
Dec. 31-Jan. 10,				
1899.	— Great façades of the world.			
	Photographs . . . . .	..	..	..
1899.				
Jan. 14-26	— French cathedrals. Photo-			
	graphs . . . . .	..	..	..
Jan. 27-Feb. 1	— Greek architecture and orna-			
	ment. Photographs and			
	colored plates, to illustrate			
	a lecture by Mr. C. Howard			
	Walker . . . . .	..	..	..

#### EXHIBITIONS AT THE BRANCH LIBRARIES AND STATIONS.

Collections of process reproductions on the subjects in the following list were exhibited during the year in the ten Branch Libraries, and certain of them in Stations A, D, L, and S: Egypt, Greek sculpture, Rome and Pompeii, Italian architecture, Italian painting, Florentine school, early Renaissance painters, Perugino, Raphael, Michael Angelo, Titian, Madonnas, Venice, Renaissance architecture and sculpture, Spain, Spanish architecture, Northern architecture, French cathedrals, English cathedrals, English country churches, Rembrandt, Dutch school, Italian views, Germany, Holland, Belgium, School decoration, Civil War photographs, and others.

Respectfully submitted,

OTTO FLEISCHNER.

#### (D.)

#### REPORT OF CHIEF OF DEPARTMENT OF DOCUMENTS AND STATISTICS.

[LIBRARIAN'S NOTE. — As this department had been in existence only eight months, and, as its chief work had so far been an examination of the collections of the Library, the receipt and classification of material from the American Statistical Association, and the initiation of methods of exchange and solicitation, cataloguing, etc., it seemed best that the report submitted by the Chief should be a general statement of functions. The experience of the eight months had shown that his estimate of the character and probable large number of inquiries addressed to the department was likely to be justified in experience.]

#### *To the Librarian:*

I have the honor to submit a report from the Statistical Department of this Library. As it will cover an activity of

only six months, and applies to what is practically a new departure in library administration, the results of which are yet to be determined, it will necessarily be brief.

The general plan of this department was to constitute a working laboratory on social topics, where the expert, the student and the general reader might find the material they desire, and, if necessary, advice and guidance in the use of this material. The scheme must, therefore, cover two important divisions of each social question: the theory, as developed by the leading American and European writers; and the application, as recorded in the investigations of government bureaus, corporations, associated charities or individuals. If the entire range of sociology as now understood is to be adequately treated, the department must have collections on political economy in its widest sense, on political science both in theory and in history, and on statistics, which records and generalizes both economics and history.

The Public Library possesses large and valuable collections on economics and history, and an intelligent appreciation of this description of writings is clearly evidenced in the selection. Indeed, it is in some respects one of the best collections of its kind in this country, and it would be difficult to duplicate it within any reasonable time. This great and solid foundation is now being rapidly added to by the purchase of current works, and by securing such as are out of print with every opportunity offered.

As to the third division, statistics, which includes all forms of state activity, the principal subjects to be covered are:

Vital statistics.

Commercial statistics, which comprises the means or agencies of transportation.

Labor statistics, which cannot overlook the statistics of production, whether agricultural or industrial.

Financial statistics, and all questions of banking, currency and taxation.

State and private penal and charitable institutions.

It will be necessary to provide the material for a proper understanding of these subjects both in general and in detail. For the general, reference may be made to the condensed statements of economy issued by each of the leading countries in the form of handbooks or abstracts. I have received, in some cases, full sets of the statistical abstracts of the following countries: United States, United Kingdom, France, Germany, Italy, Belgium, Sweden, Finland, Switzerland, Netherlands, Japan and India. And even where a country is not named

in this list the most essential statistics as to commerce, population, railroads, telegraphs and finance, may be learned from some of the abstracts, like that for "foreign countries," issued by the British government.

These abstracts are, however, too condensed to serve the purposes of the special student, and a vast and ever increasing number of official reports must be obtained for his needs. In the number and scope of these reports no two countries agree. It is safe to say that every leading bureau in a governmental department prepares and prints an annual report, which is supplemented by special reports, and by the labors of legislative commissions. It is often not enough to have the report alone; the debates of the House to which it is submitted are useful or essential. In fact, there is hardly any limit to the issues of this description, and only unremitting vigilance will enable the Library to keep abreast with them in a manner that will satisfy the demands of its readers.

In planning to fulfil the high purposes you designed for this department I have laid down certain broad lines of action that may be briefly summarized:

1. All census returns, whether of the United States or of Asiatic countries, have been sought. Vital statistics have been more fully developed than any other branch of statistical science, and are more frequently called for.

2. In commerce the detailed annual returns of the four leading commercial and industrial nations of the world — the United States, the United Kingdom, France and Germany — hold the first place in importance. Almost as necessary are those of Russia, Japan, China and British India — covering the development of Asiatic trade, now so prominent among the world's problems. Canada and South America are of great interest commercially to the United States, and the trade of colonies and dependencies must prove suggestive in studying the future policy and growth in foreign trade of the United States. Even Africa, with its failures and successes in colonization, and its internal relations affecting the attitude of competing powers to one another, carries lessons that cannot be neglected. I have attempted to secure complete commercial returns of the principal nations, and am meeting with success.

This particular branch will attract, and is attracting the attention of commercial and manufacturing bodies in this region. It is to be regretted that full replies cannot be given to every question, but this regret will become less as the collection of commercial statistics increases. Much assistance towards completing the wants of the department could be



given by commercial bodies, were they to turn over to the Library any works on commerce received and not immediately needed by their own members. The process of collecting and completing this will necessarily be a slow one: but the commercial interests of the port are of such importance that no effort should be spared to keep the records of the world's commerce to date and as full as circumstances will permit.

3. The problems of labor have many phases, no one of which should be passed over lightly. I have recently segregated the reports of the State Bureaus of labor statistics, and of a total issue of more than 300 reports, this department possesses all but about thirty: and even these wants are being made good by way of gift and exchanges. In foreign countries labor is represented in nearly all administrations, and the reports of labor departments or bureaus in Great Britain, France, Germany, Italy and Austria are received in this Library. This promises to constitute one of the most valuable divisions of this department, because of the many questions of daily life or state relations discussed in these reports.

To cover only the state reports on labor would be to pass over one of the most vital aspects of the labor problem, that which is usually described as socialism, but which takes so many forms that no one term will cover them. I am making a specialty of the proceedings of labor congresses, of socialist periodicals, and even of anarchist issues, believing that the statement of grievances and formulation of reforms by the workingmen themselves will be of future value in history and in economics.

4. The next subject is that of finance, and its importance cannot be exaggerated. At a time when all governments are facing deficient revenues and rapidly increasing demands on their treasuries, the discussion of taxation has come to the front and is exercising national as well as local taxing powers. The budgets of each great nation, and the legislative reports and debates on the budget propositions; the great financial institutions, state and private, and the movements in the leading money markets of the world find a place in this department for future reference. No questioner has been turned away unsatisfied in this line of inquiry, and yet much remains to be done towards obtaining the material that is pertinent and timely.

It will not be necessary to dwell upon the value of state and local reports on charities and correction. They record the results of an exercise of functions on the performance

of which the very existence of the state depends. Too close attention cannot be given to this diseased aspect of society, and I have sought for the best products of treatment of social ills at home and abroad.

In pursuing these objects correspondence has been opened with experts and societies in the United States and in foreign countries, with a view to securing early notice of what is published on the various matters falling within this department. The response has been gratifying, and is proving its utility daily. These connections have been facilitated by the deposit in the Public Library of the collections of the American Statistical Association.

The transfer of these collections was not completed until January of this year; but the books and pamphlets, numbering about 5,000, have been arranged, listed, and will be incorporated into the Library as rapidly as time will permit. While there will be some duplication, yet the two collections complement one another in a very satisfactory manner. The Public Library was strong on economic writings of a general character, but weak in the results of economics applied in the administration of government; the Statistical Association was strong on this practical side, but almost wanting in theoretical works. Its most remarkable feature was the series of issues of foreign governments, long since out of print and difficult to obtain. As an example of the disinterested zeal of one man — Dr. Edward Jarvis — the collection is notable; as a foundation on which to build for the future, it is a valuable accession to the Public Library.

Exchanges of duplicate material are now being made, and the Statistical Collection has been able thus to complete many of its deficiencies.

In recognition of this widening interest in public questions, and more especially in the foreign relations of the United States, the advantage of prompt service has been recognized. The best results will be attained by rather anticipating than following public inquiry. With this in view arrangements have been perfected by which the important state papers of the leading governments of Europe are sent to the Library as soon as published, thus saving six weeks or more in the transmitting, by obviating the delay of formal orders from this side. German, French, Belgian and English bills, reports and debates have been brought under this system, which will be extended to other countries having direct or indirect relations with the policy, foreign intercourse or commerce of the United States. With the short trial already made of this system the results have justified the course

taken, and must be better appreciated as the facilities offered to the public become better known. I may mention that the Library, through this means, received early copies of the Treaty (Spanish) papers, the British Blue Book and the French Yellow Book on the Fashoda incident, and the special Parliamentary reports on water gas, petroleum and local taxation, all of which were called for soon after receipt. And that the system must prove of advantage as the public becomes more familiar with the facilities offered is shown by the fact of inquiries being made for documents of foreign governments, a knowledge of which was gained through cable press notices. It was extremely gratifying to be able to promise the document "in a few days," a promise that was fulfilled through the careful attention of the foreign agents of the Library, acting under the general arrangement already described.

In the same line is the method adopted of giving notice to the public of the receipt of important or timely documents. I have been enabled to publish notices in the Library bulletin within ten days after the document listed has reached the Library, without interfering with the regular process of the catalogue department. I believe that so prompt notice cannot but be useful to the public.

This brings me to the relations such a department must bear to the general public. It is not to be denied that there has in late years been an increasing attention paid to economic and political studies. This attention has been made necessary by the ever increasing complexity of our social relations, as well among ourselves as with other peoples. The universities and high schools have special departments for teaching these questions, and the need of a special department in this Library, to contain the works necessary for applying, encouraging and continuing these studies, has been impressed upon the Trustees and Librarian. I need hardly enumerate the subjects lately coming before this city government for some settlement: the expenditures and revenues; the relations to the city of corporations using the streets; questions of public health and safety; and the proper statistical records of municipal activity. In the State, the problem of taxation is ever present, with its perplexing difficulties of assessments and valuation of real and personal property; while the many corporate and state institutions under its control, call for an intelligent regulation as well as a high degree of practical ability. In national affairs there are also matters of finance of extreme importance, and the increasing demands of government for power to enter upon new areas

of state action call for the highest exercise of the intelligence and practical faculties. To undertake to deal with such problems in ignorance is to invite disaster; and it is only the highest ability that can hope to master their intricacies and point out the proper solution.

To another rising study this department must give support and direction — I refer to the study of commercial geography. The mere boundaries of a country, the names of its capital and leading cities, rivers and mountains, convey no real meaning to the child's mind, and much less can they satisfy the more matured student. The climate and productions of the region, the mineral wealth and the products for home consumption or foreign trade, the manufacturing industries and the great commercial roads leading to or through it, the general habits of the people in food and clothing, and the form and supply of labor available — these are a few of the leading topics that present themselves in an attempt to gain even a superficial conception of what a country or a region implies. The prevailing feverish eagerness to penetrate into new and undescribed regions enforces such a study, and in the intense competition for colonial dependencies or protectorates, it will be the people having the most intelligent mastery of needs and resources that will win the highest rewards. In Africa, in Asia, and in South America, commerce is being pushed as never before, and vast territories, thought a short time since to be doomed by climate and unattractiveness to lie waste for many generations, are being subdued by labor, made accessible by railroads, and subjected to organized administrations designed to develop their possibilities in surface culture or in mineral wealth.

A special feature of the department will be the large number of collections designed to give what is known of these undeveloped regions of the earth, and what is being done to make them better known. The proceedings of geographical societies are valuable for general descriptions; the accounts of travellers add to these more special information. The most valuable sources are, however, the reports of the consular service throughout the world, for they are governed by certain features that make them highly instructive. They are, as a rule, prepared by men trained in commerce; they are designed to picture the actual movements of trade, and compiled from year to year offer a consecutive record of the transactions at each port where a consular officer may be stationed; they reflect the spirit of the commercial "drummer," who seeks to study the wants of the market, and examines them in the light of the home industries and their

ability to supply what is wanted, in competition with rivals for the trade. A consular report is thus a record of the actual, and a suggestion for the possible, and usually cast in such a form as to illuminate the habits, aptitudes and necessities of the people at or near the port of commerce. I have therefore sought to obtain, and promptly, what is being reported by the consular services of the respective countries, and there are on file the following: American, German, British, French, Austrian and Italian.

To accomplish the best objects certain modifications must be introduced in the library arrangements. The classification adopted for the collections of this department is on the decimal plan (Dewey's system), modified by such changes as the special nature of the books suggests. After much consideration this was deemed the best course to pursue, and its elasticity commends itself in use. In a general collection, where the reader knows what is wanted, the fixed position of the shelf, without regard or with little regard to subject matter, may have its advantages. But in a special collection, where the questions are often vague and usually general, the classification by subject becomes almost a necessity. The end to be attained is the grouping of the records of one line of governmental experience, which may be found promptly, consulted easily, and offer facilities for comparing results of different peoples and countries. So far as it has been tested, the system has proved satisfactory.

While such classification will be of great assistance to both reader and department, special lists will still further make the material known and available. Much of the best statistical work is published in government reports, or periodicals, and is easily overlooked in a general survey. Some accessible record is needed to refresh the memory or direct the attention of the investigator. I have undertaken to prepare a catalogue of the English Parliamentary Papers for recent years, and have in process a catalogue of the United States Congressional publications. I hope to carry the idea further into practice by noting any important article on a social topic in the leading reviews and financial journals, so that the inquirer may be provided with the latest and selected utterances or records by experts upon his specialty. Without undertaking to create original research, or to influence judgment, every effort will be made to encourage study. The highest function of the department must be to have ready at hand the material for all who may apply. I may add that the number of the inquirers is daily increasing, and their questions cover a wide range.

I cannot close without expressing my appreciation of the readiness you have shown to make this department useful, and of your courteous and hearty encouragement. Praise is also due to my assistant, Mr. Lane, for his untiring zeal and his organizing abilities, both of which were needed in introducing order and arrangement in the collection of the Statistical Association. I have been much gratified by the willing co-operation of other departments of the Library, even when my plans traversed their methods.

Respectfully submitted,

WORTHINGTON C. FORD.

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(E.)

EXTRACT FROM THE REPORT OF THE CHILDREN'S  
DEPARTMENT.

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Co-OPERATION WITH THE SCHOOLS.

[LIBRARIAN'S NOTE. — While this work is in the experimental stage seems the proper time to point out certain difficulties that have developed in its operation. They are, perhaps, due to misunderstanding or but partial understanding. But as they are not insurmountable, an endeavor must be made to surmount them; and this must begin with a clear appreciation of their nature.

At my request, therefore, the following report contents itself with a statement of the system instituted, omits expatiation upon successful results, and considers more especially some of the difficulties experienced.

For a further description of existing work with the schools see the Report of the Supervisor of Branches, *infra*.]

In May, 1895, an order was passed by the School Committee directing the Board of Supervisors to consider plans. "A conference was held on the 14th of June of that year, between the Trustees of the Public Library and the Board of Supervisors. The Librarian, Mr. Putnam, and the Superintendent of Schools, Mr. Seaver, were appointed a committee to draw up a report to be submitted on the one hand to the Trustees of the Public Library, and on the other hand to the Board of Supervisors of the Public Schools." This report is to be found in School Document No. 14, 1895. For the carrying out of the plans therein contained a special appropriation would be necessary, and thus far no such appropriation has been available. Certain recommendations have been adopted, however, by the Library, and are included in the following brief account of the accommodations offered at the present time to teachers and pupils:

Teacher's cards, so-called, have been provided, allowing the issue of six books for a period of four weeks.

School children under twelve (the age limit below which a regular card is not issued) are allowed privileges.

Four public schools as well as the Parental School, the Cottage Place and North Bennet Street Industrial Schools, have books on deposit. The Hancock School has a regular semi-weekly exchange of about 100 books.

Books for topical reference are from time to time reserved in the branch libraries, either selected from the branch collections or sent from the Central Library. This is done either on requisition from the teachers or at the initiative of the branch custodians.

A list of books for younger readers, including 1,116 titles, has been prepared, representing books for general reading which may be found on the same shelf number in the Central Library and all the branches. This was sent at the time of publication to the head masters of all the public schools, and is on sale at the nominal price of one cent per copy.

In the Fine Arts Department much has been done in the way of circulating among the schools portfolios of photographs, etc., and arranging for meetings, in the department, of classes in architecture, painting, ornamentation, and drawing.

In other departments similar offers to reserve topical material have been made. On January 11, 1897, a circular was addressed by the Librarian to the teachers of the public schools, in which he urges them to possess and read the above School Document No. 14, 1895, and requests particularly that they will "inform the Library systematically of topics to be studied, that they will request books to be set aside touching such topics, that they will agree that while such topics are pending such books shall be reserved instead of being issued for home use." The Custodian of the Fine Arts Department tells me that he does receive occasional requests in accordance with this circular. None such has been received in the Children's Room.

Attention may also be called to the want of understanding among teachers of the necessary limitations in the use of teachers' cards. With the circular above mentioned was sent a short letter describing this use, at the close of which it is expressly stated that teachers' cards are not to be used to draw several copies of the same book; yet applications are frequently made for two, three, and even more copies of a given book, which if granted would deprive the Library of all its copies for other use. These cards are also frequently

presented for current fiction and other classes of books, in a way to indicate an intention to make a purely personal use of them.

It may be asked now what action the schools have taken in response to the report of 1895. On page 7 of the report is the suggestion that the teacher shall "submit to the Librarian a provisional schedule of the topics to be assigned throughout the ensuing year, or such part of it as can be planned for at that time." Such a suggestion (like the one below) is of course provisional, and perhaps we should not have expected any very general action in response to it; yet so far as I am aware, no single schedule of topics has been submitted.

Again, after calling attention to the desirability of placing collections of books on temporary deposit in the schools themselves, the report continues: "Were each topic studied contemporaneously in all the schools such a deposit would be impossible without a multiplication of copies of the books needed beyond what could reasonably be afforded, but as great latitude is allowed to the various schools as to the order in which assigned courses shall be pursued, it should be possible for the masters of the schools so to vary the order in which topics are taken up, that but a small number of classes shall at any one time be engaged upon any one topic." But, putting aside the question whether such collections should be reserved in the schools themselves or in the Library, if personal observation may be trusted topics are commonly appointed to be investigated at the same time in all the schools, without regard to the possibility of providing books.

This is observed where the topic concerns an anniversary such as Washington's birthday, Patriots' day, or the anniversary of the visit of Lafayette to Boston. There is one difficulty to be avoided, however, even here. We cannot render proper assistance if the request comes, as has happened, only the day before a theme is due. Last fall, at the time of the anniversary of Lafayette's visit, the call came on Tuesday for material on Lafayette for a theme due on the following day. The topic, I was told, had been assigned only the day previous. A second difficulty lies in the fact that topics are assigned which are beyond the comprehension of the pupils, which are abstract, and cannot be made matter of precise reference. In October, four children came to me who had been told to find all they could about "Grasses" in the encyclopædias, a subject one of the most difficult in botany, concerning which all the books are extremely technical. "The tariff," "Capital punishment," "The woman question," are some of the topics



which have been assigned for compositions or debates, topics so comprehensive that the pupil is wholly at sea and bewildered in his attempt to treat them.

Furthermore, although the report directed attention to the value of the habit among pupils of coming with some regularity to the Library, and urged the teachers to accompany them on the first visit and especially to help them become familiar with the use of the collection of reference books in Bates Hall, I have been disappointed at the small number both of pupils and teachers who have been actively interested.

In the spring of 1898 I visited eight grammar schools, some of them several times. I talked with the teachers, made notes of books desired, and examined those provided for the schools. In accordance with recommendations then made a second circular was addressed to the teachers of the Latin, High, and grammar schools. I quote from the circular: "The facilities at the Central Library will be increased and improved. More space for the use of pupils and teachers is to be provided. The Kindergarten Library for the use of teachers is to be enlarged. A special reference library for the use of pupils is to be placed in the Children's Room, and so far as possible a greater number of books needed by the pupils for reference, collateral and supplementary reading is to be supplied.

"What the books shall be should depend largely upon recommendation of the teachers themselves.

"The Library invites each teacher to send in a list of the books that will be of service to teacher and pupil in connection with the work of the coming school year. . . . It may be practicable to prepare for the coming year a graded list of books for collateral and supplementary reading. Such a list for younger readers, as well as a list classified by subjects, is in contemplation.

"In addition to the lists themselves teachers are invited to communicate in writing or otherwise, suggestions with reference to the conduct of this work either as to books or as to service.

"Teachers need not abstain from these lists or from these suggestions simply because the school in which they teach is remote from the Central Library. What will be done at the Central Library may furnish a useful example of what may be attempted later with the Branches or perhaps through the schools themselves."

One thousand one hundred and fifty copies of this circular were sent to the Superintendent of Schools for distribution to all the teachers in the Latin, High and grammar schools. Replies were received from ten of the some one hundred and

eighty teachers in the Latin and High schools, from sixteen of the some eight hundred and ninety in the grammar schools, in all twenty-six replies.

The lists were examined and compared with lists of text-books and of books for supplementary reading furnished the schools, to see what books might properly be supplied by the School Committee, and what came within the province of the Library to supply. The lists were then compared with the Library catalogue to see how far the requests were made with a knowledge of the already existing resources of the Library.

In many instances the lists showed ignorance of the Library, in others a determined effort to multiply copies of a useful book. Long lists were made up almost entirely of books standing on the list for younger readers, and already liberally supplied by the Library.

As a result, between forty and fifty titles were sent to the Librarian and approved by him. From two to six copies of each book were bought, some for circulation, some for the new children's reference library. While certain of these titles were suggested by the teachers, many were the result of my personal observation; and to these as a basis, the Librarian has added some 200 more titles to form a children's reference library in the second Children's Room about to be opened.

To-day the department, with increased space, a new reference library, and with the experience thus far gained, is in a better position to assist teachers and pupils than ever before. A more active co-operation is all that is asked for. Many of the obstacles to effective work would be removed were a special appropriation available. But much may be accomplished with the present funds if four things are observed, two by the School Committee and Supervisors, and two by the teachers:

I. The School Committee to furnish a more adequate supply of the best text-books on the various subjects, so that teachers need not apply to the Library for material properly to be supplied by the city to the schools themselves.

II. The Supervisors not to appoint a special topic for the majority of schools at the same time.

III. Teachers to take advantage more generally of the Library's ability and willingness to meet requests for reserved material, and to locate it temporarily in the branch libraries; a notice to be given of such special requests far enough in advance to enable the Library to meet them conveniently.

IV. Teachers to inform themselves and their pupils more fully as to Library resources and Library methods.,

Respectfully submitted,

GERTRUDE P. SHEFFIELD.

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(F.)

## EXTRACT FROM THE REPORT OF THE BRANCH DEPARTMENT.

### SERVICE OF THE BRANCHES AND STATIONS FROM THE CENTRAL LIBRARY.

*The Daily Issue.*—The delivery of books from the Central Library on cards and slips to the branches and stations has amounted for the year to 86,541 volumes, an increase of 30,007 volumes, or fifty-three per cent., over the number for the year ending January 31, 1898. The percentage of unsuccessful applications has fallen during the year from forty-nine per cent. to forty-one per cent.

Active extension of the work of the daily issue is limited by the capacity of the Branch Division at the Central Library and of the library wagons to care for it. The work in the Branch Division is concentrated in point of time. Few people leave slips or call for books at the branches and stations before 1 P.M. The mail has lately been used to equalize this pressure at the Central Library. In addition to this difficulty of concentration of work, the public suffers from not getting its books on the same day they are applied for, since the slips left in the afternoon and evening cannot be filled by us till the next morning. The only remedy for the evil seems to be a second daily delivery at many of the branches and stations, and this would partially solve both problems. It would require, however, the employment of a messenger and of another wagon during part of the day, together with extra service in the Branch Division. I have already submitted to you a report on this subject.

*Deposit Work.*—There are now forty-eight places to which deposits are sent as against forty-two at the close of last year. The number of volumes sent out this year was 18,378; last year, 12,519. The increase is forty-seven per cent.

On January 31, 1898, there were 5,041 volumes in the deposit collection, 66 per cent. of them fiction. There have

been added during the year 2,947 volumes. Since seventy volumes have been condemned, withdrawn or transferred to the Central collection, the present total is 7,918 volumes, of which sixty-three per cent. are fiction and juveniles.

The deposit collection is a very effective part of the Library equipment. The books are shifted constantly from one to another of the forty-eight places of deposit, and from less than 8,000 volumes, there is a circulation of more than 150,000 per annum. The collection, however, should be larger. As a rule not more than twelve per cent. of the books are upon the Central Library shelves at one time, and many of these are unavailable because of having been the round of the stations. Precisely at this stage in the life of the collection many volumes are falling for the first time into this class of "dead books," not to be sent to any station again till two years from their return from it. Fourteen stations out of eighteen now change fifty instead of twenty-five volumes per month, and this exhausts our resources more rapidly. It is, of course, not advisable to transfer books in block from one station to another, for the stations differ in their needs. To give scope for judicious selection in making up the deposits, and to enlarge present deposits, several thousand volumes more seem needed.

With regard to the quality of the books of the collection, the additions recommended are chiefly such as pass the test of permanent value or enduring interest. There is a proportion of books without much literary merit, which are useful as stepping-stones to better reading. If the collection fails at all it is most likely to be in attractiveness to the ordinary reader, and with this in mind there has been a systematic endeavor to avoid respectable dullness. The collection receives general approval from the custodians, with the important qualification that the demand is for more fiction.

*Work with Schools.*—One hundred and two special deposits, with a total of 755 volumes, have been sent to the branches and stations this year, chiefly for the use of schools and clubs. To systematize this work we have had printed a form to be used by teachers in asking for deposits. Copies of this form are sent to the neighboring schools by the custodians, together with a circular letter to the masters. Of the number of books reserved at the branches for school use this year, no statistics are available.

Work with schools without the intervention of the branch or station has begun to develop into a system. To four schools, the Brighton High School, Roxbury High School, Charles Summer School (Grammar) and Rice Training School

(Grammar), deposits have been sent direct. A charging system, with the use of the regular library card, has been adopted, and monthly reports of circulation are sent to us. These schools, therefore, are for certain limited uses stations of the Library. At the Brighton and the Roxbury High Schools, books are exchanged twice a month. The circulation at the Brighton High School, for a few months only, has amounted to 1,108 volumes (home and hall use), and we find that the presence at the school of books which may be drawn on the regular library card rather stimulates the use of the branch than otherwise.

Since many books could not be spared from the Central Library, it became necessary to buy extra copies. Nearly 300 volumes of these have already been ordered. They form a part of the Central collection, but the special stamp "deposit duplicate" indicates that they are at the service of the Branch Division for the use of schools. They have been selected chiefly from lists of recommendations sent in by teachers. In connection with the examination of these lists a record has been made of several hundred volumes likely to be needed of which there is a copy at our disposal on the shelves. Several hundred more books need to be bought. The books for the Grammar Schools (ninth grade) can be supplied generally from the deposit collection. They are of the character of those found in the list<sup>1</sup> entitled "Books for supplementary reading" for the Boston public schools, though no books actually furnished to a school by the School Committee are duplicated by us. The deposit duplicates are intended chiefly for high schools. In character they are books for topical reference. A few examples are given here: Rawlinson, Herodotus; Stubbs, Constitutional history of England; Fustel de Coulanges, the Ancient city; Dowden, Shakespeare, his mind and art; Gosse, Eighteenth Century literature; Lang, Leafe and Myers, Iliad of Homer; Darwin, Power of movement in plants; Lübke, History of art; Clarke, Ten great religions. These are books which the scholars can use freely in no way so well as by having them sent to the school by the Library.

The extension of this system meets various obstacles. There are limitations on our part in the matter of labor, of time and of expense. In order to make a few copies of a book do for many schools it would be necessary (1) that the Library should know what books are kept in permanence at each school; (2) that the schools should not all take up the same subject at the same time; (3) that they should give

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<sup>1</sup>In School Document No. 8, 1898.

due notice of subjects to be taken up. Further, if this direct work of the Library with the schools is to become general, a method of co-operation must be adopted, as was recommended in the report on the co-operation of the Library with the schools made by the Librarian and the Superintendent of Schools to the conference of the Trustees of the Public Library and the Board of Supervisors (1895).

Unity of administration of a portion of the books used by the schools seems to be desirable. A partial inquiry shows that with regard to size, character and use, the collections of books held by the schools are diverse. If an agreement for co-operation were made and funds were provided, in addition to furnishing deposits of books for topical reference and general reading, the Library might well administer the collections now at the schools, outside of the following classes : 1. Text-books. 2. Books for analysis in the class-room. 3. Permanent reference books. 4. Collateral reading of a systematically didactic character. This plan would secure uniform methods in the use of books, and records of their use. It would define the functions of the Library and make its work more effective. Such a general extension would involve considerable expense in transportation, additional service and additional copies of books.

If no general plan of co-operation is now practicable, a limited agreement of the same nature by which in certain schools the Library should administer the books described above, in addition to those it might furnish, would be a step in advance. There is a waste of effort necessarily involved in present conditions.

#### BRANCHES.

*Reclassification.*—The most important change of the year has been the reclassification and recataloguing of the branches. The collections of books varied in size from 4,000 to 34,000 volumes, and they varied widely in character. The diversity in this latter respect was so great that an examination in one department of American history showed almost no books that were in all the branches. As a step toward uniformity, therefore, we began last June to reclassify the collections according to one system. This involved (1) transferring unserviceable books to the Central Library ; (2) renumbering books according to the simple system of the West End Branch ; (3) revising the card catalogues, or in some cases making new card catalogues. The revision of the catalogues has gone on contemporaneously with the reclassification, and the result will be complete card catalogues at all the branches,

and an accurate union catalogue and shelf list at the Central Library.

The report of what has been actually accomplished, given elsewhere, shows that one branch is practically completed, that in two more we can see the end not far distant, and that at the others good progress has been made.

*Branch Finding List.* — Since June 1, 1897, the accessions common to all the branches have been classified according to the West End system and in April, 1898, a finding list of these books was issued, covering accessions up to April 1. This was the first printed finding list or bulletin of all the branches. It will be followed by others, and eventually, it is hoped, by a comprehensive union finding list.

*Open Shelves.* — At Brighton all the shelves have been thrown open as far as the reclassification has gone. This has involved the remodelling of the interior of the branch, which was completed in September last. By the new arrangement, after passing the issue desk access is free to all parts of the floor. As the progress of the reclassification allowed, the alcoves have been thrown open till only one, containing a part of the fiction, remains closed. Placards designating the classes have been posted, and a notice announcing that the shelves are open to all card-holders over sixteen years of age. School children under the age of sixteen are admitted to certain shelves on application.

At the Dorchester, Jamaica Plain, South Boston and South End branches, where the arrangement of the shelves made it possible, the books in history, or history and biography, have been removed to a position near the gate, and the alcove thrown open to the public. For the branches where this is not practicable at present, placards have been prepared announcing that card-holders over sixteen years of age will be admitted to the shelves for special purposes on application to the attendants.

*Sunday Opening.* — An experiment this year has been the issue of books on Sunday at Charlestown, East Boston and South Boston. Last year these branches were open for reference and reading only. The Sunday opening began on November 6, and was advertised by placards and by items in the daily papers and local weeklies. The daily averages up to February 1 are here given, in comparison with those for the same months of last year:

	1897-98.		1898-99.		
	November — January.		November — January.		
	Readers.	Adults.	Readers.	Adults.	Books issued.
Charlestown,	213	28 <sup>00</sup> / <sub>100</sub>	299	30 <sup>00</sup> / <sub>100</sub>	57
East Boston,	278	8 <sup>00</sup> / <sub>100</sub>	270	20 <sup>00</sup> / <sub>100</sub>	33
South Boston,	248	36 <sup>00</sup> / <sub>100</sub>	253	45 <sup>00</sup> / <sub>100</sub>	26

The largest issue of books at Charlestown was 90, at East Boston, 62, at South Boston, 46.

The attendance and the percentage of adults have therefore been good, but the issue of books small. There has been, however, a steady gain in this particular at Charlestown and East Boston, the average for January being 66 at the former and 39 at the latter. But in any case the experiment must be tried longer. I note in this connection that the West End Branch and Station P continue to have a good circulation on Sunday. As to expense, it costs no more to issue a moderate number of books than to furnish suitable service on Sunday without this feature, since it has been found that two attendants at each branch are desirable merely to assist the readers and to preserve order. The cost has been \$7.60 or less at each branch, \$2 of which is paid for heating the rooms.

*Service.* — At the weekly meetings of the custodians a wide range of topics is discussed, as is shown by the minutes which have been kept. About once a month a meeting of a special character has been held, as at Brighton to inspect the open shelves, or at the Juvenile Room to examine the methods. We sometimes have a paper on an appointed subject followed by a discussion.

*Books.* — Four thousand two hundred and twenty-two volumes of new books have been bought for the branches, as against 4,657 last year. Very few of these are permanent reference books, or books for younger readers. Since last June no new books have been bought for Charlestown on account of the crowded condition of the shelves.

*Periodicals.* — An approximate uniformity seems desirable in the periodicals furnished to the branches as well as in the books. The lists were until recently very diverse in size and character. Avoiding sweeping changes, other lists have been prepared which are less unequal, and a radical revision is proposed after a year of observation. Periodicals of narrow scope like the "China Decorator" and the "Phonetic Review," and others of small literary merit, have been dropped, and such magazines as the "Review of Reviews" have been put on all the lists.

*Circulation.* — By the table of circulation it appears that the total for the branches is 660,171 as against 659,099 for the year ending January 31, 1898, a gain of less than one per cent. There are special conditions which affect the circulation at some branches, as at Jamaica Plain which the existence of the Boylston Station no doubt injures, or at East Boston where the centre of the reading population



moves steadily away from the branch. At Charlestown, lack of new books must be taken into account. The fact that this has been a transition year both as regards the administration of the department and the re-classification is fairly to be noted, and perhaps also the general character of the year, which has been more favorable to the reading of newspapers than of books.

#### DELIVERY STATIONS AND OTHER AGENCIES.

*Enlargement and Improvement.* — One new delivery station has been added this year, Station U, on Union Park street in Ward 9. It was opened on December 27, with a deposit of 400 books. The circulation for January was 1,490 volumes, 325 of which were drawn from the Central Library. This shows that the station meets a need. In fact there is no other library agency actually within the limits of Ward 9, and the district is densely populated. The establishment of the station, was, however, made possible only by the offer of rooms by the Archbishop and the clergy of the Cathedral of the Holy Cross. In type it is therefore like Station S.

On April 28, a deposit was sent to Station E at Neponset, so that all our stations have now the deposit feature.

Portfolios of pictures have been sent for the first time this year to the three reading-rooms, A, D, and L, and to Station S. There is unfortunately no room to display pictures at the reading-rooms F and P.

Seven of the eighteen stations are now in charge of Library employees, and meetings of these custodians have been begun, with the intention of furnishing an opportunity for the discussion of the problems and interests connected with their work.

*Sunday Opening.* — Two of the stations have been open on Sunday since October 1, Station P (Broadway Extension Reading-Room), and Station S (Roxbury Crossing), the latter for the first time. At both, books have been issued for home use. The statistics show that the Broadway Extension Station is literally crowded with Sunday readers. Another attendant has been added for the evening. The average number of books issued has been 54. At Station S there has been a steady but smaller attendance and issue. The collection of books, however, is not so attractive as at the former station, and only one-quarter as large.

*Circulation.* — The circulation this year directly from the stations has been 175,552 volumes as against 163,938 last year, a gain of seven per cent.: but the total circulation of the stations, including the institutions, engine-houses and schools,

264,672 volumes, shows a gain of 23.7 per cent. over that of last year.

*Types of Stations.* — There are now three types of stations, all having the delivery and deposit features: 1. Reading-rooms, with a library employee in charge, and with periodicals and reference books. 2. Stations in charge of a library employee, but having no periodicals or reference books. 3. Stations in shops where the proprietor furnishes space, light, heat and service. Stations of the second kind may for convenience be called service stations, those of the third kind, shop stations. Stations S and U are service stations, though Station S has two characteristics of a reading-room, space for reading tables, and a few periodicals. Eleven of our stations are shop stations.

The ideal would seem to be the reading-room, and next to it the service station. The latter tends constantly to develop into the former. Station P was not originally a reading-room, but has become one, while at Stations S and U the recent small donations of books mark a change, as do also the enlargement at Station S and the addition of periodicals mentioned above. Considerations of expense are the obstacles to this natural development.

But the common characteristic of the reading-room and the service station is that each is in charge of a library employee, and this is the important feature. It gives both the Library and the public the advantage of more intelligent service. There is hardly any station where advice and information about books is not asked for or where school children do not come with questions. It is desirable, therefore, to have in charge a custodian who is imbued with the library spirit and is capable of given help to inquirers; while, further, if a station is to become one of the intellectual centres of its district, a trained custodian is absolutely necessary.

The cost of maintenance of this type of station may be estimated at about \$1,000 per annum if enough is allowed for rent to provide a room of moderate size. In the more distant suburbs \$850 might be sufficient. As against this, the cost of a shop station with a circulation of over 21,000 volumes is approximately \$643 at the present rate of compensation. The difference is important in a consideration of ways and means, but it does not offset in my opinion the additional advantages of a service station. The extra expense must, no doubt, prevent action that might otherwise be taken: but service stations might be established as easily as shop stations if the rent, light and heat were furnished by

private individuals or institutions, with a reasonable guarantee for continuance. Under such an arrangement for sharing the burden of expenses, Stations S and U are carried on.

*Other Agencies.* — At the Hancock School, in the North End, where there is a delivery of books from the Central Library on cards, the circulation for this year has been 6,831 volumes as against 3,937 for the last year. To the Fleet-street Free Reading Room for Men have been sent deposits of books every two weeks, from the West End Branch. We have sent, as heretofore, monthly deposits to twenty-two engine-houses and ladder companies. No more can be served at present by the Library wagons. The House of Reformation on Rainsford Island, and the Cottage-place and North Bennet-street Industrial Schools have received regular deposits, but those to the Marcella-street Home ceased in October because of the removal of that institution. In September last we began sending large deposits from the Central Library to the Parental School for Boys at West Roxbury, in place of thirty volumes per month from the West Roxbury Branch, the resources of which were insufficient for the needs of the school.

From all the institutions, records of the use of books are sent to us each month. The North Bennet-street School has sent us the first number of an interesting little magazine in manuscript prepared by the pupils. It is called *Book Reviews*, and contains original accounts of some of the books furnished by the Library. In January a deposit of books was sent to the Back Bay post-office station for the use of the letter-carriers.

#### BRANCH DIVISION. — CENTRAL LIBRARY.

*Inter-Library Loans.* — The number of volumes lent to other libraries this year was 224 as against 135 last year. Twenty-seven applications were denied. Nineteen books were borrowed from other libraries.

*Distribution of Periodicals.* — A new function of the Branch Division is the distribution of periodicals to the penal institutions, the pauper institutions, and the insane hospitals of the city. The periodicals are those not required for binding at the Central Library or the branches. The work has been systematized, but statistics must be postponed to another year.

Respectfully submitted,

LANGDON L. WARD,

*Supervisor of Branches and Stations.*

(G.)

MEMORIAL OF THE DEATH OF ARTHUR MASON  
KNAPP, 1839-1898.

On Tuesday, December 27, 1898, died Arthur Mason Knapp, Custodian of Bates Hall in the Boston Public Library.

He was born at St. Johnsbury, Vermont, August 3, 1839, the son of Hiram Knapp and Sophronia Brown. During his boyhood the family removed to Boston, where he fitted for college at the Boston Latin School. He was graduated as the first scholar in his class, and entered Harvard College as a member of the class of 1863. He held from Harvard the degree of A.M. as well as that of A.B.

After teaching for some years in Phillips Academy, Andover, in the Boston Latin School, and in the Brookline High School, he entered the service of the Library January 23, 1875. His first appointment was to the charge of the special collections of the Library; from 1878 until his death he held the position of Custodian of Bates Hall.

His knowledge of Shakespeariana and of Elizabethan literature was of great value in the preparation of the catalogue of the Barton collection. In his position in charge of the main reference department of the Library, his special knowledge of the subject of genealogy and local history, as well as a thorough general knowledge of the resources of the Library on all subjects, was of the greatest service to an immense constituency of readers. To the value of this service, rendered with exact conscientiousness and singleness of purpose in its relation to his colleagues, and with assiduity and personal interest towards the readers and students who came to him for assistance, the warm appreciation of all those with whom he came in contact bears witness.

Passages from the address of the Rev. Dr. James De Normandie at the funeral services, December 30, 1898 :

The public is most exacting of its servants, and feels that all their time and strength and acquisitions belong to it without a moment's delay, without any manifestation of impatience or weariness. To have been for nearly a quarter of a century in such a service is itself a great testimony to one's worth, and to have been for twenty years the trusted head of one of the leading departments of the Public Library is a proof of merit to which words can add very little.

The accumulated and well-arranged learning of our friend, as if it were all in a multitude of familiar drawers, was freely given to any inquirer. Many came every day to ask not only for books, but to know what books or what essays had been written upon every subject recent or ancient, plain or abstruse, that the fertile mind of man has ever thought of — and here was one who seemed to remember all: whose good taste and good judgment were ever ready to suggest not only books, which is a very little matter, but the *best* books, which is a very important matter touching the higher question of life — so that his daily work was to give to hundreds better ideals of human actions, and human character: making his mission one with all those who in every form of teaching, in journalism, in schools, and in the church, are helping this to be a better world.

What knowledge, what graciousness, what a ready and unfailing sympathy, what a sense of humor which so lightens the annoyances of public station, what a spirit of self-denying, what faithfulness marked his daily life. When St. Paul would express the highest merit of a steward, he says “it is required that a man be found faithful,” and when Jesus Christ would set a seal of divine favor and divine joy upon a man’s work he told the beautiful story of one who was faithful to his talents, his gifts. Servants and stewards of the Most High, all of us, our best reward is that we be found faithful. Only faithful! In the midst of so much that is unfaithful, in the midst of so many noisy activities which count for nothing and end in nothing, God grant that when our work like his is done, there may be written upon it the promise of Jesus, “thou hast been faithful over a few things, I will make thee ruler over many things, enter thou into the joy of thy Lord.”

## REPORT OF THE EXAMINING COMMITTEE FOR 1898.

*To the Trustees of the Boston Public Library :*

GENTLEMEN,—The following persons were appointed members of the Examining Committee for the year 1898 :

J. Bapst Blake, M.D.	Hon. Henry W. Bragg.
Hon. Patrick A. Collins.	Rev. Arthur T. Connolly.
E. Winchester Donald, D.D.	William H. Ensworth, M.D.
Mr. C. W. Ernst.	Miss Gretchen Field.
Mr. Alfred Hemenway.	Mr. Thomas Hills.
Mr. John H. Lee.	Mr. A. Lawrence Lowell.
Miss E. F. Mason.	Mrs. Elizabeth F. Parker.
Mr. James J. Roche.	Mr. Charles P. Searle.
Mrs. Sarah H. Williamson.	Mr. Frank Wood.

On June 2, 1898, the committee was organized by the choice of Mr. Hemenway as Chairman, and Mrs. Elizabeth F. Parker as Secretary.

The following sub-committees were appointed :

### *On Administration.*

Mr. Alfred Hemenway, *Chairman.*

Hon. Patrick A. Collins.	Rev. E. Winchester Donald, D.D.
Miss Gretchen Field.	Mrs. Elizabeth F. Parker.
Mr. Charles P. Searle.	Mrs. Sarah H. Williamson.

### *On Books.*

J. Bapst Blake, M.D., *Chairman.*

Mr. C. W. Ernst.	Mr. James J. Roche.
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### *On Catalogues, Bulletins and Finding Lists.*

Mr. A. Lawrence Lowell, *Chairman.*

Mr. William L. Putnam.	Miss E. F. Mason.
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### *On Branches and New Modes of Distribution.*

Hon. Henry W. Bragg, *Chairman.*

Mr. Thomas Hills.	Mr. John H. Lee.
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### *On Finance.*

William H. Ensworth, M.D., *Chairman.*

Rev. Arthur T. Connolly.	Mr. Frank Wood.
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The Sub-Committee on Books reports as follows :

As Chairman of the Sub-Committee on Books I have the honor to submit the following report :

Your committee recalls the recommendations of the previous committee and agrees with them.

They were, substantially, that the three great libraries of Metropolitan Boston should not, in either their collections or their aims, unnecessarily duplicate one another, and, that the Boston Public Library should be particularly strong in books upon every subject related to the city of Boston itself.

Your committee would emphasize particularly the latter of the above two recommendations, and would again call attention to the fact that there are not sufficient reference books in the various rooms : that the collection of maps and atlases is by no means to be compared in completeness with the files on most other subjects : and that the Library is particularly weak in guide books of modern years. Your committee recommends that these departments be strengthened.

The Sub-Committee on Catalogues, Bulletins and Finding Lists reports as follows :

There are now in the Library the following catalogues :

1. The Lower Hall card catalogue in the Delivery-room, relating chiefly to recent fiction.

2. The catalogue of the Barton Library in the bound volume of catalogues near the Bates Hall catalogue.

This is a special library, chiefly relating to dramatic works, and containing many Shakespearian editions.

3. The card catalogue of articles in scientific periodicals not only in this library, but in a number of associate libraries. This has been recently started, and is kept near the Bates Hall catalogue.

4. The Bates Hall card catalogue which covers the books and bound periodicals not in the preceding catalogues, and many of the books that are also in the Lower Hall catalogue and the Barton catalogue.

5. Special card catalogues in different rooms, devoted to the special class of books kept in that room.

6. Printed catalogues, in bound volumes, on special subjects or branches, issued from time to time by the Trustees.

7. Lists of books on special subjects, which have come out in connection with different numbers of the Bulletin.

8. The Annual List of all books received during the year, arranged by subject.

At first sight it seems as if there must be an unnecessary multiplication of catalogues, but to a large extent it will be found that they serve different purposes.

The first five classes of catalogues are intended to enable people searching for a book to find it, and also to enable them to discover what books are in the Library on any subject. In all of these the book will be found, as a rule, under the name of the author, under the subject, and often also under the title.

The last three classes of catalogues are intended primarily to inform the public what books are to be found in the Library, to bring its contents to their notice, thus fostering an interest in good reading.

The Bulletins are distributed free.

The Annual List of the important books received is sold for five cents, and the books are classified by subject, so that a person interested in any branch can ascertain quickly what new books he ought to read. We cannot too highly commend the institution of catalogues of this character.

The question of extending the Bates Hall catalogue, so as to include all the books of the Lower Hall catalogue and of the Barton catalogue and special periodical catalogue, so as to make the Bates Hall catalogue a complete list of the entire Library, has, we understand, been carefully considered by the Trustees. While there is much to be gained by this course, there are advantages on the other side, and we do not feel that the investigation that we have been able to make, necessarily brief, warrants us in recommending any change in this respect.

We recommend, however, that there be posted conspicuously in the Delivery Room and the Bates Hall catalogue room, in the Reading Room, and perhaps in other conspicuous places, a summarized list of all the catalogues open to the public, with the class of books contained in each, and the place where the catalogues may be consulted: and, incidentally, we think that the sign over the Lower Hall card catalogue in the reading-room should be changed so as to indicate that the Bates Hall catalogue is the principal one in the Library.

These changes, we think, will save time in finding books.

It is becoming more and more important and necessary that everything shall be done to improve and complete subject catalogues, and we especially commend the course of the Trustees in obtaining the assistance of persons specially conversant with the subject in the preparation of some of the more recent special lists and bulletins. This course should be followed in future wherever possible. A special catalogue, made up only by the employees of the Library from the Bates Hall catalogue, is much less helpful than one made by



a person who has made a study of the subject, and is familiar not only with its bibliography, but with the relative value of the different books. It is liable, also, not to display in proper relative importance the full resources of the Library.

We again recommend for the consideration of the Trustees the suggestion made last year—that the card catalogues used in making these special catalogues be kept up to date, and that duplicates be placed in the Bates Hall catalogue. We also suggest that where a subject in the Bates Hall card catalogue comprises many titles and is much subdivided, a table showing briefly the arrangement of the divisions be placed on the first card.

In many of the larger subjects treated by the card catalogues, the subdivisions are indicated by larger cards of a brown color, which are easily distinguished in glancing along the top of a drawer full of cards. This is excellent as far as it goes, but we recommend that the system be greatly extended, and that all the drawers be subdivided, and, as it were, indexed in this way. The saving of time which can thus be effected will be very material.

The special catalogue of articles in scientific periodicals is one of the most hopeful signs of the times, for it is an experiment in co-operative work among a number of large libraries. The catalogue itself was intended to cover periodicals not included in Poole's and other indices: at least it was intended to do so in certain branches of study. Such an experiment is necessarily incomplete at first, and it is to be hoped that before long the list will be extended so as to include all the good periodicals in any branch of learning that is covered at all. This is very far from being the case now, and the gaps are numerous and striking.

In making these suggestions the committee is thoroughly sensible of the fact that the Boston Public Library has carried the art of cataloguing to a higher point than any other library of the size in the world. But this does not exclude the possibility of improvement in details.

The Sub-Committee on Branches and New Modes of Distribution reports as follows:

The report of the Committee on Finance canvasses so thoroughly the necessity of suitable buildings for most of the Branches, and the impossibility of obtaining appropriations for any such improvements, that your committee forbears to do more than emphasize the suggestions of that report.

The rooms occupied by the East Boston Branch are entirely inadequate and unsuitable, and almost any change would be an improvement.

The furniture and appliances are of the cheapest kind; the reading-room which is practically a part of the stack room, has no means of ventilation, and is improperly heated and lighted.

The surroundings are such that young people who are expected to resort to the Library are subjected to sights and influences which can only prove baneful.

The Charlestown Branch is the largest branch, and now contains over 32,000 volumes, while it has room for only 25,000 volumes, notwithstanding no new books have been added since May 1, 1898. This overcrowded condition could be temporarily relieved by the removal to the Central Library of some 4,000 volumes comprising the "Harris Collection," which are seldom, if ever, used, and each year become more valuable, as the collection must always be composed of books published prior to 1850.

The income of the Harris Fund has accumulated to about \$4,000, and opportunities to increase the collection are frequently lost, by reason of lack of space above referred to. This would be obviated by the removal of this collection to the Central Library, where it would be not only protected against loss, but be of actual service to many now debarred from its use. Such removal has been heretofore earnestly opposed, but we have yet to learn of any ground for such opposition, except a vague sentiment, not shared by those who have the only right to urge it.

The whole library is exposed to the danger of fire from the adjoining buildings, which are used for stables. This risk can be greatly reduced by placing iron or tin shutters upon the rear windows at a small expense.

There should be some means of separating the adult reading room from that of the juveniles.

The chairs should be provided with rubber tips to prevent the noise which cannot be avoided otherwise.

There should be periodical racks for the tables, thus avoiding disorder and preserving the magazines for binding.

Most of these suggestions are applicable to each of the branches, and as the expense to be incurred is small, and the benefits to be derived are large, it seems wise economy to adopt and complete these improvements at once.

The West End Branch is the best equipped of all, probably because it is the most recent. The marked success in remodelling this old church for library purposes, suggests the propriety of the city securing one of the churches in Charlestown for a like experiment. The church on Monument square is the most centrally and conveniently located, is now

vacant, and probably could be purchased at a very reasonable price, and could at small expense be converted into a light, airy and convenient library building.

An increased use of the branches and consequent relief to the Central Library will, we think, be found to follow an increase of reading matter and better accommodations for their readers; and if the appropriation at the disposal of the Trustees will admit of larger expenditure for these purposes, a larger circulation and a larger attendance in branch reading rooms would doubtless result. What seemed the ample space of the West End Branch is often crowded and among the items of increased expense to be first considered should be the moderate cost of furnishing a section of its gallery for a juvenile department—giving to adults the exclusive use of the main floor. An opportunity exists to greatly increase the efficiency of the West Roxbury Branch at a small expense by adding an unoccupied and now useless room to its contracted quarters. In both these cases the need is so obvious and the first cost so moderate, that nothing but inadequate appropriations that will not admit of adding to the cost of administration the compensation of the increase of the working force that would be required to manage the larger area in use, should postpone the improvements.

The uniform numbering of the books of all the branches which we found in progress is a decided advance over former methods. When finished, and every book in any branch bears the duplicate number of the same work in any other branch, it will be possible to publish a branch library catalogue of works common to all branches, to be supplemented by printed cards for the card catalogues of the larger collections.

The delivery stations of the several branches in the outlying districts are widely scattered, their collection of books for home reading must of necessity be limited, and it often happens that a resident of a district where a station is situated who desires a work from the Central Library comes from a considerable distance to apply for it, and comes again the succeeding day only to find that it has not been received at the station. The expenditure of time and energy may have been material, but when the object of both visits has been accomplished, such expenditure is but the fair share of sacrifice and exertion of the student or reader. A house to house delivery of books called for, by the teams or messengers of the city, would be too expensive to be seriously considered. But when time is expended and distance travelled, only to ascertain that the book applied for could not be obtained and

that another trial must be made, more than the fair share of work is put upon the applicant if a method can be devised that will save the waste of what may be valuable time. It seems to the committee that, without expense to the department and with but little trouble to the custodians of branches or stations, a very simple method will meet the requirements of a case where the delivery of a book applied for must for any cause be delayed. Postal cards printed in proper form for the filling of blanks could be furnished those in charge of library work: these could be paid for and properly addressed by any persons desiring their use, who, when the desired volume reached the station, would receive by mail notice of the fact of its arrival and that the book applied for awaited their call.

The Committee on Finance reports as follows:

The committee finds that the system of auditing and payment of bills is a good one, and that the salaries and expenses for the past year have been satisfactory.

A system of checks has been introduced into the printing and binding department that allows instant detection of any loss or waste of material, and points to where such loss has occurred.

The committee recognizes that, in the not distant future, the Central Library will have to be enlarged. Although the Central Library has been in use but five years the demand made upon it has exceeded anticipation, and in some respects the building is already inadequate in space.

The stack room is rapidly being filled. Its total present capacity is 500,000 volumes. It contained on January 31, 1898, 410,007 volumes. The increase by accession the past three years was 47,341 volumes. The increase for the year 1897-98 was 16,344 volumes. With the present ratio of increase the stack limit will be reached in little more than four years. It would seem wise to be prepared to meet the demand in advance.

There are two pieces of property, probably available, in the rear of the library, either of which would be ample and each has merit.

The one, facing on Blagdon street, consists of a block of six houses, giving an area of 13,250 sq. ft., which is assessed with buildings, for \$153,000. This property is on the side with the present stack room.

The other is the property facing Boylston street at the corner of Exeter street, owned by Harvard University. It contains an area of 33,000 sq. ft., and is assessed with building, for \$264,000. This latter property already contains a building that could be used with advantage by the Library

for its more popular side, and thus much relieve the present building.

While this need is not an absolute necessity the present year, the committee would recommend its early serious consideration.

As to the branches, the Finance Committee confined itself to four. While the other branches are well taken care of in the matter of buildings, these four, in great contrast to the others, are sadly in need of new library buildings.

First, and by far the most needed in the way of new buildings, is a new branch library building in East Boston. We coincide with the report of the Examining Committee for the past two years when it says that "this branch is unfortunate (a) in its room, which is dull and dingy by day, poorly lighted by night and unattractive and ill-ventilated all the time; (b) in its material equipment, both of books and furniture; (c) in its surroundings, being over a municipal court-room and opposite a police station; and (d) in its location with reference to the centre of the population it is meant to serve."

East Boston, by its isolated geographical position, is entitled to a well-equipped library, yet it has at present the poorest library accommodations of any locality of its size in the State.

The Charlestown Branch is inadequately provided for in unsuitable rooms over a police-station.

The South Boston Branch is in rooms whose rent is \$2,500 per annum, the equivalent of 3% on a principal of \$88,000. The city should own its own library building here.

The South End Branch is in the High School building, and must soon vacate to make room for the needs of the school. This branch should be located nearer Washington street.

In view of the obvious need in these four districts for new buildings, we would recommend that the city government be petitioned for an appropriation of \$400,000 for the purpose of building and equipping these four new buildings. A similar appropriation of \$500,000 has been recently granted to the School Committee for the erection of four new high schools, and its wisdom has been approved. It would seem that these much-needed educators and adjuncts to the schools, the libraries, should be similarly favorably considered.

While the Central Library building has been generously considered in the very recent past, the branches have not received any consideration beyond their routine expenses for many years. It would seem that before any large amount is again spent on the central building, the much-needed new branches should be provided for.

The various branches present opportunities for generously disposed persons who wish to benefit their fellow-citizens, and at the same time leave a memorial to their efforts, to establish a modern library building, in whole or in part, this building or part of building, to be named for the donor, as is Bates Hall or the Ticknor or Barton libraries among the various book collections.

We recommend such disposition to those whose means and desires allow such action as an excellent method of benefiting, for many years to come, their fellow-citizens in the locality in whose midst they reside; and to such others who, although they may not live in one of these districts, may desire to furnish a much-needed benefit to a chosen locality. An excellent example has recently been set along the line of public benefaction by Mrs. Ahl, of the Back Bay District, who bought, furnished and presented to the city of Boston a gymnasium in East Boston.

While it has been a custom among public-spirited citizens of means to endow schools and colleges, these very necessary adjuncts to education, the libraries, have seldom been remembered in Boston to the extent of a new building or part of a building.

The Sub-Committee on Administration reports as follows :

The investigations of the committee have confirmed its belief in the capacity and faithfulness of the Trustees—and that the money expended on the Boston Public Library has been wisely used. Among scholars it has a world-wide reputation. To strangers, aside from our historic places, it is the chief attraction of our city. In the value of its books it far exceeds the Library of Congress—and by reason of wise purchases that value is constantly increasing. The internal arrangements of the Library building are far from ideal, but the recent changes, not yet completed, at least mitigate obvious defects and add to its efficiency. The calls for books will be more quickly answered. The time of the reader will be saved.

The Children's Department has been greatly improved. Their rights have been secured without serious detriment to their elders.

The ventilation of the building has been made better.

The courtesy of the employees is worthy of commendation.

The condition of the Library is one of progressive improvement.

So long as perfection is unattainable there is always room for criticism. But the sentiment which found expression in

the founding of the Library is still strong, and the faith of the people in its future is unflinching. "No entertainment is so cheap as reading, nor any pleasure so lasting," says Lady Montague.

"Books," says Cicero, "are the food of youth, the delight of old age, the ornament of prosperity, the refuge and comfort of adversity."

"If the riches of both Indies," says Fénelon, "if the crowns of the kingdoms of Europe were laid at my feet, in exchange for my love of reading, I would spurn them all." These seem extravagant words. They exhaust the language of eulogy. But riches and crowns are but adventitious and incidental possessions. They are only the frame of the picture. He who loves to read has a shield against calamity. The inequalities of life are hard to bear. But the Public Library tolerates no inequality. It dispenses its benefits with an even hand. Within its walls all are noble; there is no peasantry. It is a republic and all are sovereigns — there are no subjects. To this temple its worshippers should come with *clean hands* and pure thoughts. Books are no longer chained. Emerson said that the colleges, while they provide us with libraries, furnish no professors of books, and no chair is so much needed.

The Boston Public Library is open to no such criticism. The Librarian is not a mere custodian. To that office belongs the higher duty of assisting readers in their use.

The more a book is read the more valuable it becomes. Of all useless things the most useless is an unread book.

In the time of Queen Anne, Macaulay tells us that a shop-keeper or a farmer who found any pleasure in literature was a rarity. To-day a taste for reading is well-nigh universal. Over 2,000,000 persons enter the various departments of the Library during the year. So universal is this taste that we are apt to forget that it needs direction. Omnivorous reading is not wise reading. A cultivated is better than an omnivorous taste. Desultory reading is mental dissipation. It does not promote mental growth. We cannot commend too highly the courtesy and intelligence of the Librarian and his assistants in their wise endeavor to render all possible aid to readers of all capacities who come to the Library for "light and leading."

The reports of the respective sub-committees were accepted and adopted by the Committee.

(Signed.) ALFRED HEMENWAY,  
*Chairman.*

(Signed.) ELIZABETH F. PARKER,  
*Secretary.*





## APPENDICES.

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1898.

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## APPENDIX I.

## FINANCE.

BOSTON PUBLIC LIBRARY,  
AUDITING DEPARTMENT, February 1, 1899.*To the Trustees:*

GENTLEMEN, — The undersigned herewith presents a statement of the receipts and expenditures of the Library Department for the financial year commencing February 1, 1898, and ending January 31, 1899; also a statement concerning the trust and other funds, statements covering special appropriations, and a statement of expenditures on account of the branches for the twelve years ending 1898-99.

Respectfully,

A. A. NICHOLS,  
*Auditor.*

## RECEIPTS.

Balance from 1897-98 . . . . .	\$356 89	
Appropriation, 1898-99 . . . . .	245,000 00	
Transfer by City Auditor, January 31, 1899 . . . . .	1,498 98	
	<hr/>	\$246,855 87
Income from Trust funds :		
Balance from 1897-98 . . . . .	\$4,868 00	
During the year . . . . .	11,306 67	
	<hr/>	16,174 67
London accounts :		
Balance in hands of J. S. Morgan & Co., February 1, 1898 :		
Trust funds income	\$14,628 19	
City appropriation, \$12,573 92		
Interest, 311 39		
	<hr/>	12,885 31
During the year :		
Interest . . . . .	460 18	
	<hr/>	\$27,973 68
Balance in hands of Baring Bros. & Co., February 1, 1898 . . . . .	72 75	
	<hr/>	28,046 43
<i>Carried forward</i> . . . . .		\$291,076 97

<i>Brought forward</i> . . . . .		\$291,076 97
Donations :		
From W. C. Todd, unexpended February 1, 1898 . . . . .	\$310 04	
From Woman's Education Association, unexpended February 1, 1898 . . . . .	1 87	
From Boston Numismatic Society,	300 00	
From Elizabeth Lewis :		
Unexpended Feb- ruary 1, 1898 . . . . .	\$8 50	
During the year . . . . .	200 26	
	<hr/>	208 76
From sundry sources for the pur- chase of photographs :		
Unexpended February 1, 1898 . . . . .	\$5 21	
From Old South Church Society . . . . .	30 00	
From Lilian Whiting . . . . .	25 00	
	<hr/>	960 88
Exchange account : lost books, sales of duplicates, etc. :		
Balance from 1897-98 . . . . .	\$1,036 42	
During the year . . . . .	335 36	
	<hr/>	1,371 78
Interest on bank deposit . . . . .		1,600 61
		<hr/>
		\$295,010 24

## EXPENDITURES.

General library accounts, including the cost of maintaining branches :		
Salaries :		
General administra- tion . . . . .	\$128,109 74	
Sunday and evening force . . . . .	17,166 98	
	<hr/>	\$145,276 72
Books :		
City appropriation . . . . .	\$17,197 33	
Income from Trust Funds . . . . .	11,837 71	
	<hr/>	29,035 04
Periodicals . . . . .		5,900 06
Newspapers :		
Income from Todd Fund . . . . .	\$1,836 40	
Balance from 1897-98, . . . . .	310 04	
	<hr/>	2,146 44
		<hr/>
<i>Carried forward</i> . . . . .	\$182,358 26	\$295,010 24

<i>Brought forward</i> . . . .	\$182,358 26	\$295,010 24
Binding :		
Salaries . . . .	\$12,607 57	
Stock . . . .	1,499 48	
Equipment . . . .	419 66	
Contract work	\$2,918 46	
Contract work, (British patent specifications.)	369 44	
	<hr/> 3,287 90	
		17,814 61
Printing :		
Salaries . . . .	\$4,806 19	
Stock . . . .	2,601 24	
Equipment . . . .	1,068 02	
Contract work . . . .	1,547 31	
	<hr/>	10,022 76
Furniture and fixtures . . . .	5,931 74	
Gas . . . .	1,825 14	
Electric lighting . . . .	1,968 74	
Cleaning . . . .	7,404 85	
Small supplies . . . .	2,416 13	
Stationery . . . .	2,023 91	
Rents : Branch Libraries and Read- ing-rooms . . . .	5,600 00	
Fuel . . . .	6,789 78	
Repairs : stock and contract work,	7,079 41	
Freights and cartage . . . .	751 66	
Transportation between Central Li- brary, Branches and Delivery Stations . . . .	3,573 17	
Delivery stations, service . . . .	4,030 40	
Water-rates . . . .	1,718 60	
Telephone service . . . .	334 60	
Postage and telegrams . . . .	1,054 52	
Typewriting . . . .	261 83	
Travelling expenses . . . .	495 90	
Advertising . . . .	326 75	
Examination of accounts . . . .	300 00	
Insurance . . . .	135 00	
Grounds . . . .	2 40	
Books : E. Lewis gift . . . .	208 75	
Books : Old South Church Society gift . . . .	30 00	
Books for West End Branch :		
Woman's Education Association gift . . . .	1 87	
Books : Boston Numismatic Society gift . . . .	62 87	
	<hr/>	
<i>Carried forward</i> . . . .	\$264,523 65	\$295,010 24

<i>Brought forward</i> . . . . .	\$264,523 65	\$295,010 24
Photographs, subscription gift . . . . .	43 00	
Exchange account :		
Refunded for books returned . . . . .	13 39	
	<hr/>	264,580 04
Balance . . . . .		<u><u>\$30,430 20</u></u>

The balance is made up of the following items, viz. :

Cash in City Treasury :		
Income from Trust Funds . . . . .	\$7,903 26	
Cash on deposit in London :		
In hands of J. S. Morgan & Co. :		
Trust Funds . . . . .	\$9,473 12	
General Funds . . . . .	9,717 72	
Photograph Fund . . . . .	42 21	
	<hr/>	\$19,233 05
In hands of Baring Bros. & Co. :		
General Funds . . . . .	72 75	
	<hr/>	19,305 80
Cash on deposit with New England Trust Co. :		
Unexpended of donations carried to account of 1899-1900 :		
Boston Numismatic Society . . . . .	\$237 13	
Lilian Whiting . . . . .	25 00	
Elizabeth Lewis . . . . .	01	
	<hr/>	262 14
Exchange account : lost books, etc. . . . .		1,358 39
Interest on bank deposit . . . . .		1,600 61
		<hr/>
		<u><u>\$30,430 20</u></u>

## GENERAL APPROPRIATIONS.

*Comparative statement for fiscal years ending January 31, 1896, 1897 and 1898.*

	1895-96.	1896-97.	1897-98.
Salaries: General administration .....	\$35,904 80	\$113,004 21	\$119,698 26
“ Sunday and evening force.....	11,130 60	17,558 07	17,386 11
Binding: Salaries .....	10,626 87	11,847 64	11,960 65
“ Stock .....	2,406 14	1,504 61	1,623 17
“ Contract work .....	1,718 54	1,420 72	3,802 11
“ Equipment .....	.....	488 75	296 53
Books .....	18,231 86	25,040 32	26,486 83
Periodicals .....	5,307 49	6,049 10	6,435 76
Furniture and fixtures .....	8,428 84	1,195 78	1,871 42
Gas .....	1,729 76	1,790 90	1,673 58
Electric lighting and power.....	4,758 42	1,576 85	1,991 03
Water-rates .....	395 00	1,374 50	1,455 80
Telephone service .....	480 11	390 72	355 45
Expense: Miscellaneous .....	3,894 54	1,473 76	858 33
“ Cleaning .....	3,870 55	4,612 68	5,424 92
Printing: Equipment .....	5,300 00	2,774 89	4,100 97
“ Stock .....	1,012 92	4,301 64	1,337 97
“ Contract work .....	4,960 44	1,517 10	1,331 97
“ Salaries .....	485 00	3,761 99	4,651 67
Stationery and Library supplies.....	3,200 40	3,966 26	3,973 98
Fuel .....	6,192 07	6,585 01	9,123 03
Rents .....	6,285 48	4,884 00	5,215 00
Repairs: Stock and contract work.....	1,987 29	3,689 24	2,507 58
“ Salaries .....	2,690 00	2,049 83	2,411 42
Transportation, postage, etc.....	3,769 25	1,969 13	3,086 36
Transportation between Central Library and Branches .....	3,285 43	3,562 25	3,491 04
Rent of deliveries, including Custodians’ services .....	2,347 25	3,105 38	3,990 85
	\$208,608 05	\$231,525 33	\$246,541 79

NOTE. — Gross expenditure for the year 1895-96 includes payments made from the balance of the special appropriation for “moving expenses, \$6,341.12,” distributed among the appropriate items, and payments from the revenue from the old Library Building for the West End and Mattapan Branches.

The cost of maintaining the branches makes part of the general items of the several appropriations:

Cost of Branches, 1895-96 . . . . .	\$47,997 23
Cost of Branches, 1896-97 . . . . .	62,785 39
Cost of Branches, 1897-98 . . . . .	58,282 49

Amount expended for books is for bills paid out of the city appropriation only.

The amount expended for books and binding (not included above) paid from trust funds and city money in hands of London bankers:

For 1895-96 . . . . .	\$9,516 29
For 1896-97 . . . . .	9,590 82
For 1897-98 . . . . .	7,807 78

## GENERAL APPROPRIATION.

*Expenditure for fiscal year ending January 31, 1899.*

	1898-99.
Salaries: General administration .....	\$128,109 74
“ Sunday and evening force .....	17,166 98
Binding: Salaries.....	12,607 57
“ Stock .....	1,499 48
“ Contract work.....	2,918 46
“ Equipment .....	419 66
Books .....	14,188 45
Periodicals .....	5,898 24
Furniture and fixtures .....	5,931 74
Gas.....	1,825 14
Electric lighting .....	1,968 74
* Supplies .....	2,416 13
Cleaning .....	7,404 85
Printing: Equipment.....	1,068 02
“ Stock .....	2,601 24
“ Contract work .....	1,547 31
“ Salaries .....	4,806 19
* Stationery .....	2,023 91
Typewriting .....	261 83
Fuel .....	6,789 78
Rents .....	5,600 00
Repairs .....	7,079 41
Freights and cartage .....	751 66
Transportation between Central Library and Branches.....	3,573 17
Delivery stations .....	4,030 40
Travelling expenses .....	495 90
Postage and telegrams.....	1,054 32
Water-rates .....	1,718 60
Telephone service .....	334 60
Examination of accounts.....	300 00
Advertising .....	326 75
Insurance.....	135 00
Grounds .....	2 40
	\$246,855 87

The cost of maintaining the branches makes part of the general items of the several appropriations:

Cost of Branches, 1898-99 . . . . . \$59,913 71

The amount expended for newspapers, books, and binding (not included above) paid from trust funds and city money in hands of London bankers:

For 1898-99 . . . . . \$8,782 84

The amount expended for books (not included above) paid from trust funds in hands of City Treasurer . . . . . \$8,271 41

\* These items cannot be compared with the similar items of the three preceding years, because the classification has been changed to agree with that adopted by the City Auditor.



## SPECIAL APPROPRIATIONS.

Library Building, Dartmouth street, balance of appropriation, February 1, 1898 . . . . .	\$76,430 62
Appropriation, May 27, 1898 (Chapter 475, Acts 1898) . . . . .	100,000 00
	<hr/>
	\$176,430 62

## Payments on account of alterations :

Masonry, Connery & Wentworth . . . . .	\$44,291 85
Iron work, Smith & Lovett . . . . .	6,487 00
Ventilating system, Lynch & Woodward . . . . .	6,053 44
Electrical work, Public Buildings Department . . . . .	3,541 03
Architects' services, A. S. Jenney and T. A. Fox . . . . .	1,871 41
Expert service in heating and ventilating, S. Homer Woodbridge . . . . .	948 95
Decorating, Elmer E. Garnsey . . . . .	1,550 00
Plumbing, Isaac N. Tucker . . . . .	719 10
Carriers, Lamson Store Service Company . . . . .	670 00
One hand lift . . . . .	125 00
Carpentry and small items . . . . .	56 84
	<hr/>
	66,314 62

Balance, February 1, 1899 . . . . .	<hr/> <hr/> \$110,116 00
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The balance will be required to settle outstanding contracts and claims.

Library Building, furnishing, balance of city appropriation, February 1, 1898 . . . . .	\$15,730 01
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## Payments on account :

Mellish & Byfield Company . . . . .	\$1,415 40
J. H. Pray, Sons & Co. . . . .	513 36
A. B. & E. L. Shaw, designs for furniture . . . . .	242 77
Foster Brothers . . . . .	115 00
Sundry small accounts . . . . .	107 27
	<hr/>
	2,393 80

Balance, February 1, 1899 . . . . .	<hr/> <hr/> \$13,336 21
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Branch Library, Broadway Extension, improvements, balance of appropriation, February 1, 1898 . . . . .	\$3,989 56
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## Payments on account :

Books . . . . .	\$457 48
Periodicals . . . . .	31 05
Furniture and fixtures . . . . .	36 65
Repairs . . . . .	7 50
	<hr/>
	532 68

Balance, February 1, 1899 . . . . .	<hr/> <hr/> \$3,456 88
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## LONDON ACCOUNTS.

	Balances from 1897-98.	Interest, 1897-99.	Total Credits.	Expendi- tures, 1898-99.	Balances to 1899-1900.
	£ s. d.	£ s. d.	£ s. d.	£ s. d.	£ s. d.
J. S. Morgan & Co.,	5,597 13 11 .....	159 1 9	5,756 15 8	1,807 3 6	3,949 12 2
J. S. Morgan & Co., Interest .....	.....				
J. S. Morgan & Co., photograph fund,	8 13 11 .....		8 13 11 .....		8 13 11
Barling Bros. & Co.,	15 0 0 .....		15 0 0 .....		15 0 0
	5,621 7 10	159 1 9	5,780 9 7	1,807 3 6	3,973 6 1

## GENERAL EXHIBIT OF APPROPRIATIONS, SOURCES OF REVENUE AND OTHER FUNDS.

	Balances from 1897-98.	Revenue Received dur- ing the year 1898-99.	Appropriations.	Total Credits.	Expenditures for 1898-99.	Balances to 1899-1900.
Library Building, Dartmouth street.....	\$76,430 62	.....	\$100,000 00	\$176,430 62	\$66,314 62	\$110,116 00
Library Building, furnishing.....	15,730 01	.....	.....	15,730 01	2,393 80	13,336 21
General Library.....	336 89	.....	246,498 98	246,835 87	+246,835 87	.....
Trust Funds Income.....	4,868 00	11,306 67	.....	16,174 67	8,271 41	7,903 26
Branch Library, Broadway Extension, improvements.....	3,989 56	.....	.....	3,989 56	.....	3,456 88
Bust of General Walker.....	2,500 00	.....	.....	2,500 00	532 68	2,500 00
Exchange Account; lost books, sales of duplicates, etc.....	1,036 42	.....	.....	1,358 39	.....	1,358 39
W. C. Todd.....	310 01	321 97	.....	310 01	310 01	.....
Woman's Education Association.....	1 87	.....	.....	1 87	1 87	.....
Fine Arts Fund (photographs).....	85 21	.....	.....	85 21	43 00	42 21
Elizabeth Lewis.....	8 56	200 26	.....	208 76	208 75	.....
Boston Numismatic Society.....	300 00	.....	.....	300 00	62 87	237 13
Old South Church Society.....	.....	30 00	.....	30 00	30 00	.....
Lillian Whiting.....	.....	25 00	.....	25 00	.....	25 00

\*The above sum (\$246,855.87) does not include the expenditures for books and binding made by draft on J. S. Morgan & Co., London, amounting to \$8,752.84.

## RECEIPTS FROM FINES, SALES OF CATALOGUES, LOST CARDS, ETC.

Fines.....	1898-99.
Catalogues.....	\$4,681 05
Lost cards.....	282 82
Rent from Old Library Building.....	88 45
Storage of bicycles.....	500 00
Money found.....	26 95
	2 81
Total amount paid to City Collector.....	\$5,582 08

## STATEMENT OF TRUST FUNDS.

GIVER.	Principal.	Balances from 1897-98.	Income, 1898-99.	Total Credits.	Expenditures, 1898-99.	Balances to 1899-1900.	Over- expended.
1. Joshua Bates.....	\$50,000 00	\$2,058 16	\$2,000 00	\$4,058 16	\$2,506 08	\$1,552 08	
2. Jonathan Phillips.....	30,000 00	3,354 82	1,600 00	4,954 82	2,379 96	2,574 86	
3. Abbott Lawrence.....	10,000 00	2,218 36	600 00	2,818 36	1,462 89	1,355 47	
4. Charlotte Harris.....	10,000 00	4,888 21	100 00	5,288 21	1,470 03	3,818 18	
5. Henry L. Pierce.....	5,000 00	379 74	200 00	579 74	152 40	427 34	
6. Mary P. Townsend.....	4,000 00	673 07	200 00	873 07	190 75	682 32	
7. George Ticknor.....	1,000 00	.....	150 00	146 73	36 34	116 39	
8. John P. Bigelow.....	1,000 00	280 00	40 00	320 00	70 54	249 46	
9. Franklin Club.....	1,000 00	86 83	40 00	126 83	3 71	123 12	
10. Samuel A. Green.....	2,000 00	296 57	55 00	391 57	150 40	241 17	
11. South Boston.....	100 00	.....	4 00	.....	.....	.....	+ \$51 03
12. Arthur Scholfield.....	50,000 00	3,549 24	2,472 00	6,021 24	2,744 59	3,276 65	
13. Joseph Scholfield.....	11,800 00	.....	.....	.....	.....	.....	
14. Thomas B. Harris.....	1,000 00	121 85	40 00	161 85	.....	161 85	
15. Daniel Treadwell.....	6,350 00	242 87	513 00	755 87	358 51	397 36	
16. Edward Lawrence.....	500 00	55 11	20 00	75 11	.....	75 11	
17. J. Ingersoll Bowditch.....	10,000 00	1,018 21	350 00	1,368 21	188 39	1,179 82	

18. Family of Charles Greely Loring.....	500 00	40 00	20 00	60 00	.....	60 00
19. Charles Mead.....	2,500 00	100 00	100 00	200 00	.....	200 00
20. Victorine T. Artz.....	10,000 00	113 15	400 00	513 15	59 21	453 94
21. Papyrus Club.....	1,000 00	20 00	40 00	60 00	.....	60 00
22. Twentieth Regiment Association.....	5,000 00	.....	190 46	190 46	69 91	120 55
23. William C. Todd.....	50,000 00	.....	1,787 21	1,787 21	1,836 40	49 19
24. Caleb D. Bradlee.....	1,000 00	.....	35 00	35 00	.....	35 00
	\$267,350 00	\$19,496 19	\$11,306 67	\$30,785 59	\$13,674 11	\$17,160 67
						\$80 22

\* Over-expenditure of previous years \$35.03 less amount of income for 1898.

## EXPENDITURES FOR BRANCHES AND DELIVERY STATIONS, 1887-99.

	1887-88.	1888-89.	1889-90.	1890-91.	1891-92. 9 mos.	1892-93.	1893-94.	1894-95.	1895-96.	1896-97.	1897-98.	1898-99.
<b>EAST BOSTON.</b>												
Salaries.....	\$3,144.96	\$2,877.60	\$2,649.15	\$2,643.57	\$3,178.10	\$2,556.49	\$2,556.49	\$2,525.31	\$2,714.48	\$2,701.92	\$2,749.07	\$3,069.05
Books.....	122.12	384.28	338.44	255.15	417.65	513.79	588.97	339.85	821.14	920.38	763.00	746.61
Expense.....	684.14	628.73	483.92	909.90	604.96	757.05	704.93	621.15	609.45	709.33	713.06	713.69
	\$4,235.22	\$3,900.61	\$3,470.53	\$3,839.42	\$3,900.71	\$3,839.33	\$3,839.39	\$3,486.31	\$4,206.47	\$4,321.95	\$4,225.13	\$4,539.35
<b>SOUTH BOSTON.</b>												
Salaries.....	\$3,516.63	\$3,304.05	\$3,057.13	\$2,904.50	\$2,906.95	\$3,380.11	\$2,906.30	\$3,271.93	\$3,249.45	\$3,193.40	\$3,026.70	\$3,281.64
Books.....	763.17	774.33	642.08	448.46	707.85	783.56	573.23	771.37	808.75	1,819.38	853.32	876.70
Expense.....	518.00	3,020.53	2,748.16	3,172.57	3,102.20	3,054.57	3,328.14	3,142.26	3,024.76	3,804.63	3,176.35	3,102.49
	\$4,797.80	\$7,099.51	\$6,447.37	\$6,525.53	\$6,117.00	\$7,227.24	\$6,807.67	\$7,185.56	\$7,072.96	\$9,122.41	\$7,056.27	\$7,260.83
<b>ROXBURY.</b>												
Salaries.....	\$3,724.58	\$3,514.01	\$3,336.47	\$3,154.69	\$2,901.35	\$3,382.30	\$3,121.85	\$3,202.95	\$3,161.35	\$3,447.72	\$3,475.28	\$3,380.47
Books.....	726.40	675.76	457.34	452.94	442.75	774.26	386.77	494.49	658.42	1,332.09	436.75	9.05
Expense.....	1,176.32	2,439.52	2,434.61	2,725.27	2,675.43	2,310.20	2,937.53	2,536.12	3,000.15	2,672.90	2,971.12	2,745.09
	\$5,627.30	\$7,129.29	\$6,248.42	\$6,332.90	\$5,419.53	\$6,466.76	\$6,447.15	\$6,233.56	\$6,820.12	\$7,445.71	\$6,882.15	\$6,134.61
<b>CHARLESTOWN.</b>												
Salaries.....	\$2,774.01	\$2,654.17	\$2,623.67	\$2,525.52	\$1,950.18	\$2,602.18	\$2,201.90	\$2,536.88	\$2,347.53	\$3,008.51	\$2,745.22	\$2,809.99
Books.....	733.74	672.11	583.39	604.78	375.17	689.15	386.00	423.64	825.91	1,256.10	646.11	520.41
Expense.....	1,093.88	924.70	871.90	888.86	872.93	974.89	1,105.35	786.05	913.62	1,035.78	855.24	913.31
	\$4,491.23	\$4,251.28	\$4,079.05	\$4,212.16	\$3,198.28	\$4,272.57	\$3,693.25	\$3,746.57	\$4,147.06	\$5,300.39	\$4,246.57	\$4,243.71



## EXPENDITURES FOR BRANCHES AND DELIVERY STATIONS.—Continued.

	1887-88.	1888-89.	1889-90.	1890-91.	1891-92. (9 mos.)	1892-93.	1893-94.	1894-95.	1895-96.	1896-97.	1897-98.	1898-99.
LOWER MILLS.												
Salaries .....	\$415 11	\$372 00	\$343 00	\$274 00	\$210 00	\$312 00	\$288 00	\$312 00	\$336 00	\$453 67	\$448 00	\$448 00
Books and Periodicals .....	64 00	64 85	53 72	52 71	58 57	56 21	71 81	53 65	214 36	75 55	65 59	67 05
Expense .....	329 74	330 17	307 32	305 25	263 20	254 46	572 74	460 25	318 36	336 22	256 28	427 24
	\$806 85	\$767 02	\$704 04	\$631 96	\$531 77	\$622 67	\$932 55	\$825 90	\$866 74	\$824 44	\$769 87	\$842 29
MATTAPAN.												
Salaries .....	\$139 61	\$130 00	\$120 00	\$25 00	.....	.....	.....	.....	\$305 86	\$124 17	\$448 00	\$448 00
Books and Periodicals .....	.....	.....	.....	.....	.....	.....	.....	.....	.....	264 95	77 25	81 15
Expense .....	160 11	180 08	170 59	276 31	\$226 07	\$341 32	\$364 40	\$359 41	426 64	356 98	355 13	364 83
	\$299 72	\$310 08	\$290 59	\$301 31	\$226 07	\$341 32	\$364 40	\$359 41	\$732 50	\$1,046 10	\$680 38	\$843 98
NEPONSET.												
Salaries .....	\$139 61	\$130 00	\$120 00	\$100 00	\$87 56	\$120 00	\$97 50	.....	.....	.....	.....	.....
Expense .....	206 89	243 47	248 65	234 80	124 45	268 15	184 65	\$353 35	\$320 34	\$300 81	\$372 86	\$344 04
	\$346 50	\$373 47	\$368 65	\$334 80	\$212 01	\$388 15	\$281 55	\$353 35	\$320 34	\$300 81	\$372 86	\$344 04
ROSLINDALE.												
Salaries .....	\$96 19	\$91 00	\$84 00	\$45 46	.....	.....	.....	.....	.....	.....	.....	.....
Expense .....	154 40	148 45	141 40	288 27	\$267 04	\$339 32	\$371 80	\$459 83	\$438 18	\$604 97	\$774 17	\$725 46
	\$250 59	\$239 45	\$225 40	\$333 73	\$267 04	\$339 32	\$371 80	\$459 83	\$438 18	\$604 97	\$774 17	\$725 46
WEST ROXBURY.												
Salaries .....	\$146 38	\$131 11	\$124 63	\$120 62	\$78 50	\$140 80	\$326 50	\$338 97	\$377 00	\$598 40	\$762 45	\$859 76
Books and Periodicals .....	.....	.....	.....	.....	.....	.....	35 00	17 60	454 20	1,252 19	257 94	193 76



Expense .....	447 95	92 05	89 05	75 60	84 25	206 37	323 62	264 58	359 03	431 56	470 31	412 77
MOUNT BOWDOIN.												
Salaries .....	\$594 33	\$223 16	\$213 08	\$166 22	\$162 75	\$347 17	\$685 12	\$621 15	\$1,190 89	\$2,282 15	\$1,490 70	\$1,466 29
Periodicals.....	\$287 61	\$298 22	\$568 00	\$276 00	\$201 25	\$298 25	\$276 00	\$294 00	\$322 00	\$453 38	\$448 00	\$448 00
Expense.....	43 90	132 31	123 79	108 12	78 07	90 57	97 98	68 20	255 31	87 15	73 45	75 40
	136 12	448 14	511 21	480 95	346 70	462 29	479 00	423 79	427 36	514 78	524 14	503 18
ALLSTON.												
Salaries.....	\$467 63	\$779 07	\$1,233 00	\$665 07	\$636 02	\$841 11	\$842 98	\$765 99	\$1,004 07	\$1,055 31	\$1,045 59	\$1,026 58
Expense .....			\$235 30	\$48 00		\$380 60	\$335 90	\$321 21	\$403 03	\$466 56	\$510 47	\$467 60
ASHMONT.			114 16	286 46	\$276 30	\$380 60	\$335 90	\$321 21	\$403 03	\$466 56	\$510 47	\$467 60
Expense .....			\$349 46	\$334 46	\$276 30	\$245 71	\$379 16	\$371 48	\$359 00	\$386 96	\$363 91	\$461 09
DORCHESTER STATION.												
Expense .....				\$100 33	\$204 34	\$255 60	\$322 39	\$326 16	\$319 41	\$438 74	\$537 91	\$476 97
BIRD STREET.												
Expense .....						\$269 14	\$317 47	\$329 96	\$319 52	\$308 47	\$375 24	\$309 17
BLUE HILL AVENUE.												
Expense .....						\$202 28	\$361 00	\$332 07	\$336 25	\$630 88	\$552 24	\$522 20
HARVARD STREET.												
Expense .....						\$66 63	\$46 40	\$329 48				
CRESCENT AVENUE.												
Expense .....						\$53 58	\$326 52	\$329 48	\$463 80	\$363 15	\$476 08	\$399 61





EXPENDITURES FOR BRANCHES AND DELIVERY STATIONS.—*Concluded.*  
Summary.

	1887-88.	1888-89.	1889-90.	1890-91.	1891-92. (9 mos.)	1892-93.	1893-94.	1894-95.	1895-96.	1896-97.	1897-98.	1898-99.
East Boston...	\$4,255 22	\$3,960 61	\$3,470 39	\$3,809 28	\$2,900 74	\$3,859 33	\$3,582 19	\$3,816 31	\$4,266 27	\$4,521 26	\$4,325 13	\$4,789 35
South Boston .	4,798 40	7,699 51	6,447 37	6,525 63	6,117 00	7,227 14	6,897 67	7,185 56	7,772 96	9,122 41	7,678 27	7,660 83
Roxbury .....	5,627 30	7,129 29	6,228 42	6,332 90	5,419 53	6,466 76	6,476 15	6,283 56	6,820 12	7,458 71	6,883 85	6,134 61
Charlestown ..	4,491 23	4,251 68	4,079 05	4,212 16	3,198 28	4,272 87	3,693 25	3,806 57	4,147 06	5,300 39	4,346 57	4,243 71
Brighton .....	2,800 97	2,724 79	2,734 63	2,862 11	2,460 70	2,709 70	2,862 80	2,711 34	3,221 89	4,322 53	3,714 93	4,790 51
Dorchester....	4,179 48	4,100 66	3,737 20	3,438 21	2,571 17	3,058 10	2,882 77	3,019 46	3,717 44	4,689 60	4,029 21	3,982 32
South End ....	3,364 71	3,702 23	3,639 38	3,111 08	2,969 63	3,619 11	3,536 32	3,279 29	3,351 84	4,063 50	3,780 83	3,851 27
Jamaica Plain	4,180 57	3,344 74	3,084 89	2,887 35	2,633 88	3,437 91	2,964 79	3,132 63	3,449 35	4,110 48	3,736 52	3,569 94
North End ....	1,882 55	2,364 87	2,515 87	2,527 17	2,567 87	2,125 75	2,289 26	2,269 95	1,982 80 (6 mos.)			
Lower Mills...	808 85	767 02	704 04	631 96	531 77	622 67	492 55	825 90	808 74	924 44	769 87	942 29
Mattapan .....	299 72	310 08	290 59	301 31	226 07	341 32	364 40	339 41	732 50	1,046 10	880 38	893 98
Neponset.....	346 50	373 47	368 65	334 80	212 01	388 15	281 55	333 35	320 34	290 81	372 86	344 04
Roslindale ....	250 59	239 45	225 40	333 73	267 04	339 32	371 80	459 83	438 18	604 97	774 17	725 46
West Roxbury	594 33	223 16	213 68	136 22	162 75	347 17	685 12	621 15	1,190 89	2,282 15	1,490 70	1,466 29
Mt. Bowdoin..	467 63	878 67	1,233 00	865 07	626 02	841 11	842 98	785 99	1,004 67	1,655 31	1,045 59	1,626 58
Allston.....	.....	.....	349 46	334 46	276 30	380 60	395 90	381 21	403 03	466 56	510 47	467 60
Ashmont.....	.....	.....	.....	220 44	133 47	245 71	379 16	371 48	359 00	386 88	363 91	461 09
Dorch. Station	.....	.....	.....	100 33	204 34	255 60	322 39	328 16	319 41	438 74	537 91	476 97
Bird Street....	.....	.....	.....	.....	.....	299 14	317 47	329 98	319 52	368 47	375 24	369 17



## LIBRARY TRUST FUNDS.

**BIGELOW FUND.**—This is a donation made by the late JOHN P. BIGELOW, in August, 1850, when Mayor of the city.

The income from this fund is to be appropriated to the purchase of books for the increase of the library.

Invested in one City of Boston Four per cent. Bond, for . . . \$1,000 00

Payable to the Chairman of the Committee on the Public Library for the time being.

**BATES FUND.**—This is a donation made by the late JOSHUA BATES of London, in March, 1853.

Invested in one City of Boston Four per cent. Bond, for . . . \$50,000 00

“The income only of this fund is to be, each and every year, expended in the purchase of such books of permanent value and authority as may be found most needful and most useful.” Payable to the Mayor of the city for the time being.

**BOWDITCH FUND.**—This is the bequest of J. INGERSOLL BOWDITCH. Invested in one City of Boston Three and one-half per cent.

Bond, for . . . . . \$10,000 00

The whole income in each and every year to be expended in the purchase of books of permanent value and authority in mathematics and astronomy.

**PHILLIPS FUND.**—This is a donation made by the late JONATHAN PHILLIPS of Boston, in April, 1853.

Invested in one City of Boston Four per cent. Bond, for . . . \$10,000 00

The interest on this fund is to be used exclusively for the purchase of books for said library.

Also a bequest by the same gentleman in his will, dated September 20, 1849.

Invested in one City of Boston Six per cent. Bond, for . . . \$20,000 00

The interest on which is to be annually devoted to the maintenance of a Free Public Library.

Both of these items are payable to the Mayor of the city for the time being.

**ABBOTT LAWRENCE FUND.**—This is the bequest of the late ABBOTT LAWRENCE of Boston.

Invested in one City of Boston Six per cent. Bond, for . . . \$10,000 00

The interest on this fund is to be exclusively appropriated for the purchase of books for the said library, having a permanent value.

**EDWARD LAWRENCE FUND.**—This is the bequest of the late EDWARD LAWRENCE of Charlestown. The following clause from his will explains its purpose :

“To hold and apply the income, and so much of the principal as they may choose, to the purchase of special books of reference to be kept and used only at the Charlestown Branch of said Public Library.”

Invested in one City of Boston Four per cent. Bond, for . . . \$500 00

**PIERCE FUND.**—This is a donation made by HENRY L. PIERCE, Mayor of the city, November 29, 1873, and accepted by the City Council December 27, 1873.

Invested in one City of Boston Four per cent. Bond, for . . . \$5,000 00

**TOWNSEND FUND.**—This is a donation from William Minot and William Minot, Jr., executors of the will of MARY P. TOWNSEND, of Boston, at whose disposal she left a certain portion of her estate in trust, for such charitable and public institutions as they may think meritorious. Said executors accordingly selected the Public Library of the City of Boston as one of such institutions, and attached the following conditions to the legacy : “ The income only shall, in each and every year, be expended in the purchase of books for the use of the library; each of which books shall have been published in some one edition at least five years at the time it may be so purchased.”

Invested in one City of Boston Five per cent. Bond, for . \$4,000 00

**TICKNOR BEQUEST.**—By the will of the late GEORGE TICKNOR of Boston he gave to the City of Boston, on the death of his wife, all his books and manuscripts in the Spanish and Portuguese languages, about four thousand volumes, and also the sum of four thousand dollars. After the receipt of said sum, the city is required to spend not less than one thousand dollars in every five years during the twenty-five years next succeeding (*i.e.*, the income of four thousand dollars, at the rate of five per cent. per annum), in the purchase of books in the Spanish and Portuguese languages and literature. At the end of twenty-five years the income of the said sum is to be expended annually in the purchase of books of permanent value, either in the Spanish or Portuguese language, or in such other languages as may be deemed expedient by those having charge of the library. These books, bequeathed or purchased, are always to be freely accessible for reference or study, but are not to be loaned for use outside of the library building. If these bequests are not accepted by the city, and the trust and conditions faithfully executed, the books, manuscripts and money are to be given to the President and Fellows of Harvard College.

In order that the city might receive the immediate benefit of this contribution, Anna Ticknor, widow of the donor, relinquished her right to retain during her life the books and manuscripts, and placed them under the control of the city, the City Council having previously accepted the bequests, in accordance with the terms and conditions of said will, and the Trustees of the Public Library received said bequests on behalf of the city, and made suitable arrangements for the care and custody of the books and manuscripts.

Invested in one City of Boston Four per cent. Bond, for . \$4,000 00

**FRANKLIN CLUB FUND.**—This is a donation made in June, 1863, by a literary association of young men in Boston, who, at the dissolution of the association, authorized its trustees, Thomas Minns, John J. French and J. Franklin Reed, to dispose of the funds on hand in such a manner as to them should seem judicious. They elected to bestow it on the Public Library, attaching to it the following conditions: “ In trust that the income, but the income only, shall, year by year, be expended in the purchase of books of permanent value for the use of the free Public Library of the city, and as far as practicable, of such a character as to be of special interest to young men.” The Trustees expressed a preference for books relative to Government and Political Economy.

Invested in one City of Boston Four per cent. Bond, for . \$1,000 00

**TREADWELL FUND.**—By the will of the late DANIEL TREADWELL, of Cambridge, late Rumford Professor in Harvard College, who died February 27, 1872, he left the residue of his estate, after payment of debts, legacies, etc., in trust to his executors, to hold during the life of his wife for her benefit, and after her decease to divide the residue then remaining in the hands of the trustees as therein provided, and convey one-fifth part thereof to the Trustees of the Public Library in the City of Boston.





CHARLES GREELY LORING MEMORIAL FUND. — This is a donation from the family of Charles Greely Loring, the income of which is to be expended for the purchase of books for the West End Branch.

Invested in one City of Boston Four per cent. Bond, for . . . \$500 00

CHARLES MEAD PUBLIC LIBRARY TRUST FUND. — Received from Charles Mead, executor of the estate of Charles Mead, the amount of legacy of the late Charles Mead, to constitute the "CHARLES MEAD PUBLIC LIBRARY TRUST FUND," for the promotion of the objects of the Public Library, in such manner as the government of said library shall deem best, and so far as the government shall deem consistent with the objects of the library, to be used for the benefit of the South Boston Branch Library.

Invested in one City of Boston Four per cent. Bond, for . . . \$2,500 00

ARTZ FUND. — This is a donation made in November, 1896, by Miss VICTORINE THOMAS ARTZ of Chicago, the income "to be employed in the purchase of valuable, rare editions of the writings, either in verse or prose, of American and of foreign authors." These books are to be known as the "Longfellow Memorial Collection."

Invested in one City of Boston Four per cent. Bond, for . . . \$10,000 00

JOHN BOYLE O'REILLY MEMORIAL FUND. — Received from the members of the Papyrus Club, May, 1897. The income thereof is to be expended for the purchase of books in memory of their late member, JOHN BOYLE O'REILLY.

Invested in one City of Boston Four per cent. Bond, for . . . \$1,000 00

TWENTIETH REGIMENT MEMORIAL FUND. — This is a donation made in April, 1897, by the Association of Officers of the Twentieth Massachusetts Volunteer Infantry. It is to be used for the purchase of books of a military and patriotic character, to be placed in the alcove appropriated as a memorial of the Twentieth Regiment.

Invested in one City of Boston Four per cent. Bond, for . . . \$5,000 00

TODD FUND. — This is a gift made in October, 1897, by Wm. C. Todd of New Hampshire. The income is to be expended annually in payment for such current newspapers of this and other countries as the board of officers for the time being having charge of the Public Library of the City of Boston, shall purchase.

Invested in one City of Boston Four per cent. Bond, for . . . \$50,000 00

BRADLEE FUND. — A bequest of the late Rev. CALEB DAVIS BRADLEE to the Boston Public Library.

Invested in one City of Boston Three and one-half per cent.  
Bond . . . . . \$1,000 00

HENRY SARGENT CODMAN MEMORIAL FUND. — This is a contribution from the friends of the late Henry Sargent Codman to be used to perpetuate the memory of Mr. Codman by the purchase of books upon landscape gardening. It is the desire of the subscribers that a special book-plate shall be inserted in each one of the volumes purchased, identifying it as part of the memorial collection.

Cash in City Treasury, January 31, 1899 . . . . . \$2,852 41

## RECAPITULATION OF PUBLIC LIBRARY TRUST FUNDS.

Scholfield Fund . . . . .	\$61,800 00
Bates Fund . . . . .	50,000 00
Todd Fund . . . . .	50,000 00
Phillips Fund . . . . .	20,000 00
Phillips Fund . . . . .	10,000 00
Bowditch Fund . . . . .	10,000 00
Charlotte Harris Fund . . . . .	10,000 00
Abbott Lawrence Fund . . . . .	10,000 00
Treadwell Fund . . . . .	10,487 69
Artz Fund . . . . .	10,000 00
Twentieth Regiment Memorial Fund . . . . .	5,000 00
Pierce Fund . . . . .	5,000 00
Townsend Fund . . . . .	4,000 00
Ticknor Fund . . . . .	4,000 00
Charles Mead Fund . . . . .	2,500 00
Green Fund . . . . .	2,000 00
Bigelow Fund . . . . .	1,000 00
Thomas B. Harris Fund . . . . .	1,000 00
Franklin Club Fund . . . . .	1,000 00
John Boyle O'Reilly Memorial Fund . . . . .	1,000 00
Bradlee Fund . . . . .	1,000 00
Edward Lawrence Fund . . . . .	500 00
Charles Greely Loring Memorial Fund . . . . .	500 00
South Boston Branch Library Trust Fund . . . . .	100 00
Codman Memorial Fund . . . . .	2,852 41
	<hr/>
	\$273,740 10
	<hr/>

## LIBRARY TRUST FUNDS—INVESTED IN CITY OF BOSTON BONDS.

NAME.	Amount.	When received.	No. of Bonds.	When due.	Income.	Provisions.
1 Isabella Bates	20,000 00	Mar. 6, 1852	214	April, 1913	\$2,000	To buy "books of permanent value."
2 Jonathan Phillips	10,000 00	April, 1852	352	Jan'y, 1905	1,000	"To the maintenance of a free public library."
3 Abbott Lawrence	10,000 00	May, 1850	345	July, 1905	100	"Purchase of books."
4 Charlotte Harris	10,000 00	August, 1857	10,757	Oct., 1917	400	Books having a permanent value.
5 Henry L. Pierce	5,000 00	December, 1877	7,592	Jan'y, 1924	200	Books for Charlestown branch, published before 1850.
6 Mary P. Townsend	4,000 00	April, 1879	2,864	April, 1889	200	"Books of permanent value for the Bates trail."
7 George Ticknor	4,000 00	April, 1879	2,908	Oct., 1920	100	Books five years old in some one edition.
8 John F. Bigelow	1,000 00	August, 1870	8,405	April, 1913	40	Books in Spanish and Portuguese five years old in some one edition.
9 Franklin Club	1,000 00	June, 1863	1,224	Jan'y, 1914	40	Purchase of books.
			3,714	Oct., 1904	75	Books of permanent value, preferably "books on government and political economy."
10 Samuel A. Green	1,000 00	November, 1878	722	April, 1908	20	Books relating to American history.
11 South Boston.	100 00	April, 1884	1,243	July, 1914	4	For benefit of South Boston Branch.
12 Arthur Schofield	50,000 00	December, 1881	5,506	Oct., 1913	2,000	To be used for books of permanent value.
13 Joseph Schallfeld	11,500 00	July, 1880	6,300	July, 1920	472	
14 Thomas B. Harris	1,000 00	April, 1884	1,244	April, 1914	40	For benefit of Charlestown Branch.
			1,700 00	April, 1916	20	
15 Daniel Treadwell	1,400 00	October, 1885	1,382	Oct., 1917	271	To be held and apply the income and so much of the principal as they may deem proper to the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
			1,754	Nov., 1919		For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
16 Edward Lawrence	1,000 00	July, 1882	2,210	Oct., 1921	400	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
			2,452	Oct., 1923		For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
			3,281	Jan'y, 1916		For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
17 J. Ingersoll Bowditch	600 00	May, 1886	1,383	April, 1916	350	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
			1,816	Jan'y, 1920		For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
18 Charles Greely Loring	500 00	January, 1886	9,479	Jan'y, 1917	50	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
19 Charles Mead	2,500 00	October, 1886	10,204	Jan'y, 1917	100	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
20 Victor E. Artz	10,000 00	November, 1890	10,305	Jan'y, 1917	400	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
21 Payrus Club	1,000 00	May, 1897	10,531	July, 1917	40	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
22 Twentieth Regiment Ass. B.	5,000 00	April, 1897	10,756	Oct., 1917	200	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
23 Wm. C. Todd	50,000 00	October, 1897	10,800	Oct., 1927	2,000	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
24 Caleb D. Bradlee	1,000 00	November, 1897	11,244	Jan., 1918	35	For the purchase of books of permanent value and authority in connection with the use of only the Charlestown branch of said Public Library.
	\$297,350 00				\$11,287	

## MEMORANDA.

- (1) Joshua Bates, born near Boston, resided in London, as the head of the house of Baring Brothers & Co., Ltd. In addition to this fund, he gave \$50,000 worth of books to the library.
- (2) Mr. Lawrence died in August 1902, and this fund was bequeathed to the library by his will dated 20th of September, 1910. He died 580 days, 160, aged 62.
- (3) The fund was bequeathed to the library by the will of Mr. Phillips, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (4) The fund was bequeathed to the library by the will of Mr. Lawrence, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (5) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (6) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (7) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (8) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (9) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (10) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (11) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (12) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (13) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (14) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (15) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (16) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (17) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (18) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (19) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (20) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (21) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (22) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (23) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.
- (24) The fund was bequeathed to the library by the will of Mr. Harris, dated 10th of September, 1910. He died 580 days, 160, aged 62.

## STOCKS AND CASH OTHER THAN CITY BONDS HELD BY TREADWELL FUND, PUBLIC LIBRARY.

SHARES.	Value per Share.	Value per Share as received from Trustee.	Total as received from Trustee.	Income.	Remarks.
15 B. & A. R. Co.	\$100 00	\$179 00	\$2,065 00	\$ 128 00	
6 B. & Prov. R.R. Co.	100 00	175 50	1,077 00	60 00	
9 Fitchburg R.R. Co.	100 00	115 00	1,062 00	48 00	
1 W. & Mass. R.R. Co.	100 00	133 00	133 00	6 00	
Cash.			88 00		
			\$5,497 00		
1 B. & A. R. Co.	100 00			100 00	
Cash in City Treasury				37 60	

Includes income on the one share below.

April 5, 1887. The certificates of 9 shares of F. R. E. exchanged for 9 shares of F. R. E. preferred stock in same corporation, per value \$100. Total, \$1,200.

Less paid May 10, 1886, to City Collector, per order of Board of Trustees of Public Library.



## APPENDIX II.

## EXTENT OF THE LIBRARY BY YEARS.

YEARS.			YEARS.			YEARS.		
Total volumes in the Libraries.			Total volumes in the Libraries.			Total volumes in the Libraries.		
1	1852-53	9,688	17	1868-69	152,796	33	1884-85	453,947
2	1853-54	16,221	18	1869-70	160,573	34	1885	460,993
3	1854-55	22,617	19	1870-71	179,250	35	1886	479,421
4	1855-56	28,080	20	1871-72	192,958	36	1887	492,956
5	1856-57	34,896	21	1872-73	209,456	37	1888	505,872
6	1857-58	70,851	22	1873-74	260,550	38	1889	520,508
7	1858-59	78,043	23	1874-75	276,918	39	1890	536,027
8	1859-60	85,031	24	1875-76	297,873	40	1891	556,283
9	1860-61	97,386	25	1876-77	312,010	41	1892	576,237
10	1861-62	105,034	26	1877-78	345,734	42	1893	597,152
11	1862-63	110,563	27	1878-79	360,963	43	1894	610,375
12	1863-64	116,934	28	1879-80	377,225	44	1895	628,297
13	1864-65	123,016	29	1880-81	390,982	45	1896-97	663,768
14	1865-66	130,678	30	1881-82	404,221	46	1897-98	698,888
15	1866-67	136,080	31	1882-83	422,116	47	1898-99	716,050
16	1867-68	144,092	32	1883-84	438,594			

## APPENDIX III.

## NET INCREASE OF THE SEVERAL DEPARTMENTS.

	1889.	1890.	1891.	1892.	1893.	1894.	1895.	1896-97.	1897-98.	1898-99.
Bates Hall.....	11,857	13,518	15,306	16,499	20,493	32,491	} 11,821	20,273	26,579	20,680
Lower Hall.....	710	1's 50	1's 23	818	loss 455	746				
Duplicate room .....	330	419	2,355	1's 9,143	loss 542	1's 8,056	313	2,890	8,603	2,063
Brighton branch .....	130	91	167	98	23	292	107	1,217	276	1's 3,190
Charlestown branch..	1's 70	233	421	22	339	300	loss 16	1's 112	398	2,095
Dorchester branch ...	309	269	222	209	134	358	loss 73	1,415	159	1's 1,402
East Boston branch..	63	58	59	5	48	126	112	1,021	147	1's 1,478
Jamaica Plain branch	294	150	214	112	221	329	273	1,277	374	1's 1,286
<sup>1</sup> North End branch ..	4	12	224	84	75	63	1's 1,861	.....	.....	.....
Roxbury branch .....	199	146	308	loss 352	147	382	48	1,202	1's 2,896	1's 1,628
Fellowes Athenæum	397	361	438	289	318	318	407	348	402	936
South Boston branch	159	115	200	51	55	401	loss 289	1,509	loss 69	113
South End branch....	248	187	365	loss 67	26	276	138	1,435	308	1's 683
West End branch ....	.....	.....	.....	.....	.....	1,897	6,522	1,555	385	466
W. Roxbury branch..	6	10	.....	.....	33	4	626	loss 8	185	169
Lower Mills Reading room .....	.....	.....	.....	.....	.....	.....	85	3	.....	.....
Mattapan Reading room .....	.....	.....	.....	.....	.....	.....	73	24	1	.....
Mt. Bowdoin Reading room .....	.....	.....	.....	.....	.....	.....	74	932	loss 30	16
North Brighton Read- ing room .....	.....	.....	.....	8	.....	.....	74	loss 7	.....	1
Broadway Extension Reading room.....	.....	.....	.....	.....	.....	.....	261	724	307	290
Total .....	14,636	15,519	20,256	8,633	20,915	29,927	18,695	35,698	35,129	17,162

<sup>1</sup> Collection transferred to West End branch.

APPENDIX III. — *Concluded.*

LOCATED FEBRUARY 1, 1898, to JANUARY 31, 1899.

	Located.	Condemned, missing, transferred.	Net gain.
Central Library.....	23,867	3,187	20,680
Central Library, Duplicate room.....	3,764	1,701	2,063
Brighton branch.....	523	3,713	loss 3,190
Charlestown branch.....	2,200	105	2,095
Dorchester branch.....	596	1,998	loss 1,402
East Boston branch.....	711	2,189	loss 1,478
Jamaica Plain branch.....	548	1,834	loss 1,286
Roxbury branch, city collection.....	63	1,691	loss 1,628
Roxbury branch, Fellowes Athenæum.....	975	39	936
South Boston branch.....	926	813	113
South End branch.....	525	1,208	loss 683
West End branch.....	551	85	466
West Roxbury branch.....	181	12	169
Lower Mills Reading room.....			
Mattapan Reading room.....			
Mt. Bowdoin Reading room.....	16		16
North Brighton Reading room.....	1		1
Broadway Extension Reading room.....	419	129	290
Total.....	35,866	18,704	17,162

## VOLUMES IN THE SPECIAL COLLECTIONS.

	1882.	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.	1895.	1896-97.	1897-98.	1898-99.
Patent library .....	3,142	3,796	3,965	4,097	4,218	4,229	4,335	4,551	5,531	5,733	5,971	6,287	6,466
Bowditch library .....	3,224	4,706	4,935	5,225	5,348	5,509	5,626	5,717	6,003	6,077	6,192	6,279	6,349
Parker library .....	12,363	14,077	14,104	14,112	14,114	14,116	14,116	14,116	13,819	13,820	13,845	13,848	13,854
Prince library .....	2,274	2,775	2,824	2,905	2,935	2,953	3,000	3,025	2,045	2,045	2,045	2,045	2,047
Ticknor library .....	5,463	5,790	5,877	5,923	5,966	5,981	6,016	6,096	6,086	6,149	6,165	6,172	6,209
Barton library .....	13,487	13,841	13,755	13,724	13,735	13,740	13,764	13,775	13,624	13,627	13,491	13,491	13,491
Franklin library .....	240	403	416	427	446	465	482	499	565	578	582	591	598
Thayer library .....	803	1,280	1,368	1,427	1,500	1,500	3,984	5,269	5,383	5,384	5,385	5,385	5,388
John A. Lewis library .....						586	617	621	679	679	679	679	681
Gilbert library .....								420	422	422	422	422	422
Tosti library (1863, 129 vols.) .....									129	129	129	129	129
Hunt library (1877, 669 vols.) .....									669	669	669	669	669
John Adams library .....									2,819	2,819	2,819	2,819	2,819
Allen A. Brown library .....									6,382	6,900	7,671	7,745	7,874
Chamberlain library .....									150	150	150	150	150
Military library .....									308	315	321	321	321
U. S. Congressional docs. ..										3,629	3,763	3,884	4,043
Gr. Br. Parl. papers .....										6,476	6,584	6,696	6,702
Galatea library .....													1,184
Codman library .....													696
Artz library .....													624
Newspaper room .....													4,559
Browning collection .....													328

<sup>1</sup> Actual enumeration of original Prince library. Account is now made elsewhere of additions purchased by the city for this collection.

<sup>2</sup> There has been no loss in the Barton library, but a correction of an error of 138 previously made.



## APPENDIX IV.

## CENTRAL LIBRARY CLASSIFICATIONS.

CLASS NO.	CLASSES.	GENERAL COLLECTION.										SPECIAL LIBRARIES.															Total, including special libraries.			
		Placed on shelves, etc.	Lost by con- sumption, missing and destroyed.	Lost by other causes.	Total in general library, Jan. 31, 1899.	1858.	1861.	1866.	1869.	1871.	1873.	1875.	1877.	1880.	1889.		1890.	1892.	1894.	1894.	1894.	1896.	1896.	1897.						
						Bowditch library.	Parker library.	Prince library.	Todd library.	Tucknor library.	Barton library.	Taylor library.	Hunt library.	Franklin library.	Gilbert library.	Talent library.	John A. Adams library.	Military library.	John Adams library.	Allen A. library.	Chamberlain library.	Galilea library.	Cushman library.	Artz library.	Newspaper room.	Browsing collection.		Statistical department.	Duplicate Room, unclassified.	Deposit collection.
I.	Cyclopædias, etc.	8			1,801	249	322	6		21	15																	2,414		
II.	Bibliography and literary history	554	5	2	13,121	35	615	5		278	690	33		10		8						12	1	1		1		14,810		
III.	General history, biography and geography	487	7	8	14,297	17	647	43		54	135	424		1		2					105		2					15,727		
IV.	American history, biography and geography	2,534	47	148	67,740	107	1,092	833		363	812	385	689	475	75	881	679	668				246		603	11		36	75,675		
V.	English history, biography and geography	1,334	29	11	45,784	77	858	114		21	3,204	2,460		18	270	4,746					197	31	5		329	1		58,115		
VI.	French history, biography and geography	721	37	8	23,963	60	522	7		58	2,474	670		8	4	425					104	1						28,296		
VII.	Italian history, biography and geography	198	6	5	11,147	11	326	2		31	337	184			1						9		4					12,092		
VIII.	German history, biography and geography	647	27	4	17,333	9	1,423	8		26	254	191		1	2	469					43		1		1			19,763		
IX.	Greek, Latin and philology	304	22	3	9,973	9	1,181	197		132	617	23		3	1	1					8		1					12,146		
X.	Spanish and Portuguese history, etc.	135	1	7	3,987	22	96			4,307	200	64			1	1												7,677		
XI.	Oriental history, etc.	761	14		14,510	2	329	1		4	225	61				28					16				2			15,178		
XIIa.	Periodicals	783	26	57	23,035	1,387	733	5		250	471	53		1	14						15		3	4,548				30,513		
XIIb.	Transactions	128			7,151	58																						7,309		
XIII.	Theology, ecclesiastical history, etc.	862	5	6	32,851	147	3,522	683		381	245	248		12			1				1		1					39,092		
XIV.	Metaphysics and social science	1,300	36	4	20,632	6	1,360	52		121	130	66		29	2						321		2			5		23,036		
XV.	Political economy	504	3	165	7,217	63	98			24	17	2													243			7,666		
XVI.	Jurisprudence	232	1	7	8,080	3	307	14		63	28	2				101			2,819		36					6		11,439		
XVII.	Medical science	754	8	9	21,433	3	75	23		5	27	5		4							39					16		21,630		
XVIII.	Natural history and science	1,017	8	3	15,834	15	170	1		32	89	31										103						16,275		
XIX.	Mathematics and physical science	1,108	30	34	20,125	4,029	136	25		63	48	2		19	1										20			24,478		
XX.	Industrial arts, etc.	540	25	12	13,873	9	12			36	16	50		5	1	4						309			12			14,337		
XXI.	Fine arts	1,648	33	6	16,883		30	1	129	14	43	400							7,874		30	251	1					25,636		
XXII.	Bound volumes of miscellaneous pamphlets					13		1			84	10																138		
XXIII.	Bound volumes of manuscripts	20			101	6		25		46	93			12						150								434		
XXIV.	Shakespeare						1				3,231																	3,232		
XXV.	Books for the blind				559																							559		
XXVI.	Stack 4 and Y	2,704	1,646	672	45,263																							45,263		
XXVII.	Duplicate room																									15,135		15,135		
XXVIII.	Deposit collection																									12,845		12,845		
Totals		19,183	2,016	1,171	457,693	6,340	15,854	2,047	129	6,209	13,491	5,788	669	508	422	6,666	681	668	2,819	7,874	1,150	1,184	626	624	4,559	329	343	15,135	† 2,845	350,822

XXIII. CLASS NO. — Class III. includes general history, etc., when embracing several countries, and collected works of historians.

Class IV. includes the collected works of American writers, and what of American literature is sometimes termed "polygraphy."

Class V. Vols. VII. and VIII. have the same scope for the respective countries that Class IV. has for America.

Class IX. includes also Belgium, the Netherlands, Switzerland, and the Scandinavian nations.

Class XX. includes political science and ethics, education, etc.

Class XXI. includes mechanics, military and naval arts, agriculture, domestic arts, etc.

Class XXIV. does not include the Shakespeare collection of the general library.

Class XXVI. contains the former "Lower Hall" collection, which has a different classification. It includes 28,697 volumes of fiction.

\* Taken by exchange, etc., from, and 3,794 added to last year's total of 15,072.

† The deposit collection is in 9 classes — 1. Children's books; 2. —; 3. Fiction; 4. Literature; 5. Biography; 6. History; 7. Travel; 8. Science; 9. Misc.

‡ Framed.

NOTE. — The dates given in the special libraries column show the year when these collections were acquired by the Library.



## APPENDIX V.

## CLASSIFICATION.

## BRANCH LIBRARIES.

[This table is omitted from this year's report, owing to the reclassification now in process and uncompleted in the Branches.]

## APPENDIX VI.

## REGISTRATION DEPARTMENT.

*Statistical Report, February 1, 1898, to January 31, 1899.*

## FORMER REGISTRATIONS.

	Date.	No. of Names.
First .....	1854-1858 .....	17,066
Second .....	1859-1867 .....	52,829
Third .....	1868-April 30, 1886 .....	227,581
Fourth .....	May 1, 1886-March 31, 1894 .....	124,396
Fifth .....	April 1, 1894-December 31, 1894 .....	25,443
Sixth .....	January 1, 1895-January 31, 1899 .....	97,509

Registrations, including old and new names, lost and filled cards replaced, expired cards renewed during each year, for the five years prior to 1895:

1890	. . . . .	14,175
1891	. . . . .	11,502
1892	. . . . .	11,707
1893	. . . . .	11,029
1894	. . . . .	29,971

Average, 15,677.

## LIVE CARDS OUTSTANDING.

DATE.	Number.	Gain.
February 1, 1899 .....	72,005	
February 1, 1898 .....	64,973	7,032
February 1, 1898 .....	64,973	
February 1, 1897 .....	45,606	19,367
February 1, 1897 .....	45,606	
February 1, 1896 .....	34,842	10,764
February 1, 1896 .....	34,842	
January 1, 1895 .....	29,971	4,871
Total gain .....		42,034





## CLASSIFICATION OF HOLDERS OF "LIVE CARDS"

JANUARY 31, 1899.

BY SEX AND OCCUPATION.

CLASSES.	Permanent residents.	<sup>1</sup> Non-residents.	Special cards.
<b>MALES.</b>			
<i>Over 21 years of age.</i>			
Professional classes .....	2,916	102	142
Teachers .....	407	121	15
Students .....	1,242	1,114	—
Business men. ....	8,361	89	11
Unemployed .....	1,932	182	6
Laborers .....	702	3	—
<i>Under 21 years of age.</i>			
Clerks .....	1,313	23	—
Office and errand boys .....	689	2	—
Unemployed .....	421	7	—
Pupils of Latin and High schools .....	917	13	—
Pupils of Grammar schools .....	9,061	4	—
Pupils of Grammar schools under 12 years .....	287	—	—
Other students .....	468	69	—
<b>FEMALES.</b>			
<i>Over 21 years of age.</i>			
Professional classes .....	268	45	131
Teachers .....	1,704	179	23
Students .....	718	1,296	—
Business women .....	4,562	72	—
Married .....	9,781	37	—
Single, unemployed .....	8,207	570	4
<i>Under 21 years of age.</i>			
Clerks .....	1,537	89	—
Errand girls .....	453	1	—
Unemployed .....	1,268	39	—
Pupils of Latin and High schools .....	1,321	19	—
Pupils of Grammar schools .....	8,406	7	—
Pupils of Grammar schools under 12 years .....	342	—	—
Other students .....	370	47	—
Totals .....	67,543	4,130	332

<sup>1</sup> Including persons temporarily sojourning in Boston.

N.B. — Of the 1,848 teachers' cards issued prior to February 1, 1899, 816 are live cards; of these, 657 are held by permanent residents, in addition to their ordinary cards (not included in permanent residents' column above), and 159 are held by non-residents (which are included in non-residents' column above).

## BY WARDS.

Ward No.	No. of card-holders	Population census of '95.	Percentage of card-holders.	Ward No.	No. of card-holders	Population census of '95.	Percentage of card-holders.
1...	1,748	21,007	.0832	11...	2,014	19,186	.1049
2...	1,136	21,588	.0526	15...	1,498	18,623	.0804
3...	1,256	13,943	.0900	16...	1,807	16,320	.1107
4...	859	13,375	.0642	17...	1,758	21,114	.0832
5...	1,158	12,986	.0891	18...	2,293	21,679	.1057
6...	1,307	27,860	.0469	19...	2,388	22,372	.1067
7...	1,895	16,973	.1116	20...	4,394	21,528	.2041
8...	4,809	23,130	.2079	21...	4,618	19,274	.2396
9...	2,872	23,174	.1239	22...	3,189	22,289	.1430
10...	9,079	22,554	.4025	23...	2,909	18,283	.1591
11...	4,839	19,330	.2420	24...	3,912	18,240	.2144
12...	5,395	21,591	.2498	25...	3,108	15,001	.2071
13...	1,764	24,900	.0708	Total	72,005	496,920	.1449



## PUBLIC SCHOOLS, TEACHERS AND PUPILS.

JUNE 30, 1898.

GENERAL SCHOOLS.	Number of schools.	NUMBER OF REGULAR TEACHERS.			Average number of pupils belonging.
		Men.	Women.	Total.	
Normal.....	1	2	9	11	265
Latin and High.....	11	70	105	175	4,599
Grammar.....	57	121	687	808	36,547
Primary.....	556	.....	556	556	29,379
Kindergartens.....	69	.....	.....	.....	3,388
Totals.....	694	193	1,433	1,626	74,778
SPECIAL SCHOOLS.					
Horace Mann.....	1	.....	.....	13	113
Spectacle Island.....	1	.....	.....	1	21
Evening High.....	1	.....	.....	.....	.....
Central.....	.....	.....	.....	25	1,775
Charlestown Branch.....	.....	.....	.....	7	212
East Boston Branch.....	.....	.....	.....	6	152
South Boston Branch.....	.....	.....	.....	6	187
Totals.....	3	.....	.....	58	2,460
Special teachers (not included above), .....	.....	20	88	108	.....
EVENING SCHOOLS.					
October, 1897-March, 1898.					
High and Elementary.....	12	.....	.....	139	3,148
Drawing.....	5	.....	.....	26	481
Totals.....	17	.....	.....	165	3,629
Grand total.....	714	213	1,581	2,017	80,867

## APPENDIX VII.

CIRCULATION.  
HOME USE ONLY.

	Total Circulation. Home Use.		From Central through Branches and Stations. Included in Central Library Circulation.		From Branches through Stations. Included in Branch Circulation.	
	1897-98.	1898-99.	1897-98.	1898-99.	1897-98.	1898-99.
	A.	B.	Included in "A."	Included in "B."	Included in "A."	Included in "B."
Central Library.....	388,489	422,849				
Brighton.....	31,382	36,217	618	909		
Charlestown.....	57,362	54,927	1,046	1,039		
Dorchester.....	58,105	55,768	818	729		
East Boston.....	62,993	60,435	1,077	1,033		
Jamaica Plain.....	57,176	52,225	1,543	1,436		
Roxbury.....	84,691	86,023	647	760		
South Boston.....	80,912	75,407	861	951		
South End.....	82,497	88,408	1,883	1,388		
West End.....	109,617	115,655	1,477	1,893		
West Roxbury.....	22,496	22,376	1,898	1,932		
Station A.....	4,283	5,205	1,398	2,008	3 1,916	3 854
B.....	13,870	13,501	4,082	6,409	3 2,632	3 1,022
D.....	3,193	2,702	3,550	3,649		
E.....		3,895	1,009	2,000	3 4,255	3 2,212
F.....	12,180	10,236	1,889	2,543		
G.....	9,186	9,041	2,883	4,567	4 667	4 880
H.....	7,929	7,410	1,878	3,697	3 1,721	3 2,063
J.....	10,447	8,886	2,746	3,979		
K.....	146	3,412	3,298	3,038		
L.....	3,808	3,914	1,460	1,862		
M.....	8,484	7,057	1,557	2,961		
N.....	9,770	9,946	3,853	5,215		
P.....	26,159	27,718	1,324	2,208		
Q.....	16,544	15,590	3,864	5,630		
R.....	14,090	11,873	3,533	7,743	3 2,071	3 1,974
S.....	17,004	14,653	1,383	2,901	.....	3 4
T.....	2,600	9,875	1,013	6,174		
<i>Carried forward.....</i>	1,195,413	1,235,204	52,597	79,374	13,262	9,909

APPENDIX VII.—*Concluded.*

	Total Circulation. Home Use.		From Central through Branches and Stations. Included in Central Library Circulation.		From Branches through Stations. Included in Branch Circulation.	
	1897-98.	1898-99.	1897-98.	1898-99.	1897-98.	1898-99.
<i>Brought forward</i> .....	1,195,413	1,235,204	52,597	79,374	13,262	9,009
Station U.....		1,300		336		
Brighton High School.....		1,108				
Charles Sumner School ..		277				
Cottage Place.....	1,325	1,281				
House of Reformation...	1,903	4,515				
Marcella-street Home ....	425	398				
North Bennet street.....	592	464				
Parental School.....		1,047				
Roxbury High School....		248				
Hancock School.....			3,967	6,831		
Engine-houses .....			15,275	16,300		
Total.....	1,199,658	1,245,842	61,809	92,841	13,262	9,009

<sup>1</sup> Number sent on deposit. Number used on premises not recorded.

<sup>2</sup> Included in Jamaica Plain Branch Circulation.

<sup>3</sup> " " Dorchester " "

<sup>4</sup> " " Brighton " "

<sup>5</sup> " " Roxbury " "

	1897-98.	1898-99.	Gain. 1898-99.
Central Library.....	388,489	422,849	34,360
Branches.....	811,169	822,993	11,824
Total.....	1,199,658	1,245,842	46,184 = 3%

## APPENDIX VIII.

## TRUSTEES FOR FORTY-SEVEN YEARS.

The Hon. Edward Everett was President of the Board from 1852 to 1864; the late George Ticknor in 1865; William W. Greenough, Esq., from 1866 to April, 1888; from May 7, 1888, to May 12, 1888, Prof. Henry W. Haynes; Samuel A. B. Abbott, Esq., May 12, 1888, to April 30, 1895; Hon. F. O. Prince since October 8, 1895.

The Board for 1852 was a preliminary organization; that for 1853 made what is called the first annual report. At first it consisted of one alderman and one common councilman and five citizens at large till 1867, when a revised ordinance made it to consist of one alderman, two common councilmen and six citizens at large, two of whom retired, unless reelected, each year, while the members from the City Council were elected yearly. In 1878 the organization of the Board was changed to include one alderman, one councilman and five citizens at large, as before 1867; and in 1885, by the provisions of the amended city charter, the representation of the city government upon the Board, by an alderman and a councilman, was abolished, leaving the Board as at present, consisting of five citizens at large appointed by the Mayor.

## Citizens at large in SMALL CAPITALS.

ABBOTT, SAMUEL A. B., 1879-95.	Coe, Henry F., 1878.
Allen, James B., 1852-53.	Crane, Samuel D., 1860-61.
APPLETON, THOMAS G., 1852-57.	CURTIS, DANIEL S., 1873-75.
Barnes, Joseph H., 1871-72.	Dennie, George, 1858-60.
BENTON, JOSIAH H., JR., 1894-98.	DE NORMANDIE, JAMES, 1895-98.
BIGELOW, JOHN P., 1852-68.	Dickinson, M. F., Jr., 1871-72.
BOWDITCH, HENRY I., 1865-68.	Drake, Henry A., 1863-64.
BOWDITCH, HENRY P., 1894-98.	Erving, Edward S., 1852.
Bradlee, John T., 1869-70.	EVERETT, EDWARD, 1852-64.
Bradt, Herman D., 1872-3.	Flynn, James J., 1883.
Braman, Jarvis D., 1868-69.	Frost, Oliver, 1854-55; 1856-58.
BRAMAN, JARVIS D., 1869-72.	FROTHINGHAM, RICHARD, 1875-79.
Brown, J. Coffin Jones, 1861-62.	Gaffield, Thomas, 1867-68.
Burditt, Charles A., 1873-76.	GREEN, SAMUEL A., 1868-78.
Carpenter, George O., 1870-71.	GREENOUGH, WILLIAM W., 1856-88.
CARR, SAMUEL, 1895-96.	Guild, Curtis, 1876-77; 1878-79.
CHASE, GEORGE B., 1876-85.	Harris, William G., 1869-70.
Clapp, William W., Jr., 1864-66.	Haynes, Henry W., 1858-59.
Clark, John M., 1855-56.	HAYNES, HENRY W., 1880-95.
Clark, John T., 1873-78.	HILLARD, GEORGE S., 1872-75;
CLARKE, JAMES FREEMAN, 1878-88.	1876-77.
	Howes, Osborne, Jr., 1877-78.

- Ingalls, Melville E., 1870-71.  
 Jackson, Patrick T., 1864-65.  
 Jenkins, Edward J., 1885.  
 Keith, James M., 1868-70.  
 Kimball, David P., 1874-76.  
 Lawrence, James, 1852.  
 Lee, John H., 1884-85.  
 Lewis, Weston, 1867-68.  
 LEWIS, WESTON, 1868-79.  
 LEWIS, WINSLOW, 1867.  
 LINCOLN, SOLOMON, 1897-98.  
 Little, Samuel, 1871-73.  
 Messinger, George W., 1855.  
 Morse, Godfrey, 1883-84.  
 MORTON, ELLIS W., 1870-73.  
 Munroe, Abel B., 1854.  
 Newton, Jeremiah L., 1867-68.  
 Niles, Stephen R., 1870-71.  
 O'Brien, Hugh, 1879-82.  
 Pease, Frederick, 1872-73.  
 Perkins, William E., 1873-74.  
 Perry, Lyman, 1852.  
 PIERCE, PHINEAS, 1888-94.  
 Plummer, Farnham, 1856-57.  
 Pope, Benjamin, 1876-77.  
 Pope, Richard, 1877-78.  
 Pratt, Charles E., 1880-82.  
 PRINCE, FREDERICK O., 1888-98.  
 PUTNAM, GEORGE, 1868-77.  
 Reed, Samson, 1852-53.  
 RICHARDS, WILLIAM R., 1889-95.  
 Sanger, George P., 1860-61.  
 Sears, Phillip H., 1859-60.  
 Seaver, Benjamin, 1852.  
 Shepard, Harvey N., 1878-79.  
 SHURTLEFF, NATHANIEL B.,  
 1852-68.  
 Stebbins, Solomon B., 1882-83.  
 Story, Joseph, 1855-56; 1865-67.  
 THOMAS, BENJAMIN F., 1877-78.  
 TICKNOR, GEORGE, 1852-66.  
 Tyler, John S., 1863-64; 1866-67.  
 WALKER, FRANCIS A., 1896.  
 Warren, George W., 1852-54.  
 Washburn, Frederick L., 1857-58.  
 WHIPPLE, EDWIN P., 1868-70.  
 Whitmore, William H., 1882-83.  
 WHITMORE, WILLIAM H., 1885-88.  
 Whitney, Charles V., 1883-85.  
 Whitney, Daniel H., 1862-63.  
 Wilson, Elisha T., 1861-63.  
 Wilson, George, 1852.  
 WINOR, JUSTIN, 1867.  
 Wolcott, Roger, 1879.  
 Wright, Albert J., 1868-69.

## LIBRARIANS.

1852 to date.

(From 1858 to 1877 the chief executive officer was entitled Superintendent.)

- CAPEN, EDWARD, *Librarian*, May 13, 1852-December 16, 1874.  
 JEWETT, CHARLES C., *Superintendent*, 1858-January 9, 1868.  
 WINSOR, JUSTIN, *Superintendent*, February 25, 1868-September 30, 1877.  
 GREEN, DR. SAMUEL A., *Trustee, Acting Librarian*, October 1, 1877-  
 September 30, 1878.  
 CHAMBERLAIN, MELLE, *Librarian*, October 1, 1878-September 30, 1890.  
 DWIGHT, THEODORE F., *Librarian*, April 13, 1892-April 30, 1894.  
 PUTNAM, HERBERT, *Librarian*, February 11, 1895.

## APPENDIX IX.

## EXAMINING COMMITTEES FOR FORTY-SEVEN YEARS.

The following have served on the Examining Committees for the years given. The names in *italics* are those of Trustees who have acted as chairmen of the various committees. The thirty-fourth year was from May 1 to December 31, 1885, a period of eight months, for which no Examining Committee was appointed.

- Abbott, *Hon.* J. G., 1870.  
 Abbott, S. A. B., 1880, 1894.  
 Adams, Brooks, 1894.  
 Adams, Nehemiah, *D.D.*, 1860.  
 Adams, Wm. T., 1875.  
 Alger, *Rev.* Wm. R., 1870.  
 Amory, *Miss* Anna S., 1890, 1891.  
 Andrew, *Hon.* John F., 1888.  
 Andrews, Augustus, 1892, 1893.  
 Appleton, *Hon.* Nathan, 1854.  
 Apthorp, Wm. F., 1883.  
 Arnold, Howard P., 1881.  
 Aspinwall, *Col.* Thomas, 1860.  
 Attwood, G., 1877.  
 Bailey, Edwin C., 1861.  
 Ball, Joshua D., 1861.  
 Bancroft, Robert H., 1894.  
 Bangs, Edward, 1887.  
 Barnard, James M., 1866.  
 Barry, *Rev.* Richard J., 1895.  
 Bartlett, Sidney, 1869.  
 Bates, *Hon.* John L., 1896, 1897.  
 Beebe, James M., 1858.  
 Beecher, *Rev.* Edward, 1854.  
 Bent, Samuel Arthur, 1890, 1891.  
 Bigelow, Jacob, *M.D.*, 1857.  
*Bigelow, Hon. John P.*, 1856.  
 Blagden, George W., *D.D.*, 1856.  
 Blake, J. Baptist, *M.D.*, 1897, 1898.  
 Blake, John G., *M.D.*, 1883, 1891.  
 Blake, Mrs. Mary E., 1894.  
 Bodfish, *Rev.* Joshua P., 1879, 1891.  
 Bowditch, Henry I., *M.D.*, 1855.  
 Bowditch, Henry L., *M.D.*, 1865.  
 Bowditch, Henry P., *M.D.*, 1881.  
 Bowditch, J. Ingersoll, *LL.D.*, 1855.  
 Bowman, Alfonzo, 1867.  
 Bowne, *Prof.* Borden P., 1896, 1897.  
 Bradford, Charles F., 1868.  
 Bragg, *Hon.* Henry W., 1898.  
 Brewer, Thomas M., 1865.  
 Brimmer, *Hon.* Martin, 1890, 1891.  
 Brooks, *Rev.* Phillips, 1871.  
 Brown, Allen A., 1894.  
 Browne, Alex. Porter, 1891.  
 Browne, Causten, 1876.  
 Buckingham, C. E., *M.D.*, 1872.  
 Burdett, Everett W., 1896, 1897.  
 Burroughs, *Rev.* Henry, Jr., 1869.  
 Carr, Samuel, 1894.  
 Carruth, Herbert S., 1892.  
 Chadwick, James R., *M.D.*, 1877.  
 Chamberlain, *Hon.* Mellen, 1894.  
 Chaney, *Rev.* George L., 1868.  
 Chase, George B., 1876.  
 Chase, George B., 1877, 1885.  
 Cheever, David W., *M.D.*, 1894.  
 Cheever, *Miss* Helen, 1896, 1897.  
 Cheney, Mrs. Ednah D., 1881.  
 Clapp, William W., Jr., 1864.  
 Clarke, James Freeman, *D.D.*, 1877.  
 Clarke, James Freeman, *D.D.*, 1882.  
 Clement, Edward H., 1894, 1895.  
 Coale, George O. G., 1892, 1893.  
 Collar, William C., 1874.  
 Collins, *Hon.* Patrick A., 1898.  
 Connolly, *Rev.* Arthur T., 1898.  
 Corbett, *Hon.* Joseph J., 1896, 1897.  
 Cudworth, Warren H., *D.D.*, 1878.  
 Curtis, Charles P., 1862.  
 Curtis, Daniel S., 1872.  
 Curtis, Thomas B., *M.D.*, 1874.  
 Cushing, Thomas, 1885.  
 Dalton, Charles H., 1884.  
 Dana, Samuel T., 1857.  
 Dean, Benjamin, 1873.  
 Denny, Henry G., 1876.  
 Derby, Hasket, *M.D.*, 1895, 1896.  
 Dexter, *Rev.* Henry M., 1866.  
 Dillingham, *Rev.* Pitt, 1886.  
 Dix, James A., 1860.  
 Doherty, Philip J., 1888.

- Donahoe, Patrick, 1869.  
 Donald, *Rev.* E. Winchester, 1898.  
 Durant, Henry F., 1863.  
 Duryea, Joseph T., *D.D.*, 1880.  
 Dwight, John S., 1868.  
 Dwight, Thomas, *M.D.*, 1880.  
 Eastburn, Manton, *D.D.*, 1863.  
 Eaton, William S., 1887.  
 Edes, Henry H., 1886.  
 Eliot, Samuel, *LL.D.*, 1868.  
 Ellis, Arthur B., 1888, 1889.  
 Ellis, Calvin, *M.D.*, 1871.  
 Ellis, George E., *D.D.*, 1881.  
 Endicott, William, Jr., 1878.  
 Ensworth, William H., *M.D.*, 1898.  
 Ernst, Carl W., 1897, 1898.  
 Evans, George W., 1887, 1888, 1889.  
 Everett, Sidney, 1895.  
 Farlow, John W., *M.D.*, 1892, 1893.  
 Field, Miss Gretchen, 1898.  
 Field, Walbridge A., 1866.  
 Fields, James T., 1872.  
 Fitz, Reginald H., 1879.  
 Fitz, Walter Scott, 1894.  
 Foote, *Rev.* Henry W., 1864.  
 Fowle, William F., 1864.  
 Freeland, Charles W., 1867.  
 Frost, Oliver, 1854.  
 Frothingham, Richard, 1876.  
 Furness, Horace Howard, *LL.D.*, 1882.  
 Gannett, Ezra S., *D.D.*, 1855.  
 Garland, George M., *M.D.*, 1895, 1896.  
 Gay, George H., 1876.  
 Gilchrist, Daniel S., 1872.  
 Gordon, George A., *D.D.*, 1885.  
 Gould, A. A., *M.D.*, 1864.  
 Grant, Robert, 1884.  
 Gray, John C., *LL.D.*, 1877.  
 Green, Samuel A., *M.D.*, 1868.  
 Green, Samuel S., 1895.  
 Greenough, William W., 1858, 1874, 1883, 1886.  
 Grinnell, Charles E., 1874.  
 Hale, *Rev.* Edward E., 1858.  
 Hale, *Mrs.* George S., 1887, 1888.  
 Hale, Moses L., 1862.  
 Hale, Philip, 1893.  
 Haskins, *Rev.* George F., 1865.  
 Hassam, John T., 1885.  
 Hayes, *Hon.* F. B., 1874.  
 Haynes, Henry W., 1879.  
 Haynes, Henry W., 1881, 1884.  
 Hayward, George, *M.D.*, 1863.  
 Heard, John, Jr., 1888, 1889, 1891.  
 Heard, John T., 1853.  
 Hellier, Charles E., 1895.  
 Hemenway, Alfred, 1898.  
 Herford, Brooke, *D.D.*, 1884.  
 Herrick, Samuel E., *D.D.*, 1888, 1889.  
 Hersey, Miss Heloise E., 1895, 1896.  
 Higginson, Thomas W., 1883.  
 Hill, Clement Hugh, 1880.  
 Hillard, *Hon.* George S., 1853.  
 Hillard, *Hon.* George S., 1873.  
 Hills, Thomas, 1898.  
 Hodges, Richard M., *M.D.*, 1870.  
 Holmes, Edward J., 1881, 1884.  
 Holmes, Oliver W., *M.D.*, 1858.  
 Holmes, Oliver W., Jr., *LL.D.*, 1882.  
 Homans, Charles D., *M.D.*, 1867.  
 Homans, *Mrs.* Charles D., 1885, 1886, 1887.  
 Homer, George, 1870.  
 Homer, Peter T., 1857.  
 Hubbard, James M., 1891.  
 Hubbard, William J., 1858.  
 Hudson, John E., 1895, 1896.  
 Hunnewell, James F., 1880, 1893, 1894.  
 Hutchins, Miss Emma, 1895, 1896.  
 Hyde, George B., 1879.  
 Irwin, Miss Agnes, 1894.  
 Jeffries, B. Joy, *M.D.*, 1869.  
 Jeffries, William A., 1893.  
 Jenkins, Charles E., 1879.  
 Jewell, *Hon.* Harvey, 1863.  
 Jordan, Eben D., 1873.  
 Kidder, Henry P., 1870.  
 Kimball, David P., 1874.  
 Kimball, Henry H., 1865.  
 Kirk, Edward N., *D.D.*, 1859.  
 Lawrence, *Hon.* Abbott, 1853.  
 Lawrence, Abbott, 1859.  
 Lawrence, Miss Harriette S., 1890.  
 Lawrence, James, 1855.  
 Lee, Miss Alice, 1889, 1890, 1891.  
 Lee, *Hon.* John H., 1897, 1898.  
 Lewis, Weston, 1872, 1878.  
 Lincoln, *Hon.* F. W., 1856.  
 Lincoln, Solomon, 1886.  
 Little, James L., 1864.  
 Lombard, *Prof.* Josiah L., 1868.  
 Loring, *Hon.* Charles G., 1855.  
 Lothrop, Loring, 1866.  
 Lowell, A. Lawrence, 1897, 1898.  
 Lowell, Augustus, 1883.  
 Lowell, Edward J., 1885.  
 Lunt, *Hon.* George, 1874.  
 Lyman, George H., *M.D.*, 1885.  
 McCleary, Samuel F., 1890.  
 McNulty, *Rev.* John J., 1896, 1897.  
 Manning, *Rev.* Jacob M., 1861.  
 Mason, *Rev.* Charles, 1857.  
 Mason, Miss Ellen F., 1898.  
 Mason, Robert M., 1869.  
 Maxwell, J. Audley, 1883.  
 Metcalf, *Rev.* Theodore A., 1888, 1889.  
 Minns, Thomas, 1864.  
 Minot, Francis, 1866.  
 Morison, Miss Mary, 1892, 1893, 1895.

- Morrill, Charles J., 1885.  
 Morse, John T., Jr., 1879.  
 Morse, Robert M., Jr., 1878.  
 Morton, *Hon. Ellis W.*, 1871.  
 Mudge, *Hon. E. R.*, 1871.  
 Neale, Rollin H., *D.D.*, 1853.  
 Noble, John, 1882.  
 Norcross, Otis, 1880.  
 O'Brien, *Hon. Hugh*, 1879.  
 O'Callaghan, John J., 1895.  
 O'Reilly, John Boyle, 1878.  
 Otis, G. A., 1860.  
 Paddock, *Rt. Rev. Benj. H.*, 1876.  
 Parker, Charles Henry, 1888, 1889.  
 Parker, *Mrs. William L.*, 1897, 1898.  
 Parkman, Henry, 1885.  
 Parks, *Rev. Leighton*, 1882, 1896, 1897.  
 Perkins, Charles C., 1871.  
 Perry, Thomas S., 1879, 1882, 1883, 1884, 1885, 1890, 1891.  
 Phillips, John C., 1882.  
 Phillips, Jonathan, 1854.  
 Pierce, *Hon. Henry L.*, 1891.  
 Pingree, *Miss Lalia B.*, 1894.  
 Prescott, William H., *LL.D.*, 1853.  
 Prince, *Hon. F. O.*, 1888, 1889, 1890, 1891, 1892, 1893, 1895, 1896.  
 Putnam, George, *D.D.*, 1870.  
 Putnam, *Hon. John P.*, 1865.  
 Putnam, William L., 1898.  
 Randall, Charles M., *M.D.*, 1884.  
 Rice, *Hon. Alexander H.*, 1860.  
 Robbins, Elliott, *M.D.*, 1893.  
 Roche, James Jeffrey, 1898.  
 Rogers, *Prof. William B.*, 1861.  
 Rollins, J. Wingate, 1888, 1889.  
 Ropes, John C., 1872.  
 Rotch, Benjamin S., 1863.  
 Runkle, *Prof. J. D.*, 1882.  
 Russell, Samuel H., 1880.  
 Sampson, O. H., 1892, 1893.  
 Sanger, *Hon. George P.*, 1860.  
 Searle, Charles P., 1898.  
 Seaver, Edwin P., 1881.  
 Shepard, *Hon. Harvey N.*, 1888, 1889.  
 Sherwin, *Mrs. Thomas*, 1893, 1894.  
 Shurtleff, *Hon. Nathaniel B.*, 1857.  
 Smith, Azariah, 1895, 1896.  
 Smith, Charles C., 1873.  
 Smith, *Mrs. Charles C.*, 1881, 1886.  
 Smith, *Miss Minna*, 1892.  
 Sowdon, A. J. C., 1892, 1893.  
 Sprague, Charles J., 1859.  
 Sprague, Homer B., 1882.  
 Stedman, C. Ellery, *M.D.*, 1888.  
 Stevens, Oliver, 1858.  
 Stevenson, *Hon. J. Thomas*, 1856.  
 Stockwell, S. N., 1861.  
 Stone, *Col. Henry*, 1885, 1886, 1887.  
 Story, Joseph, 1856.  
 Sullivan, Richard, 1883, 1884.  
 Teele, John O., 1886.  
 Thaxter, Adam W., 1855.  
 Thayer, George A., 1875.  
 Thayer, *Rev. Thomas B.*, 1862.  
 Thomas, B. F., *LL.D.*, 1875.  
 Thomas, Seth J., 1856.  
 Ticknor, *Miss Anna E.*, 1891.  
 Ticknor, George, *LL.D.*, 1853, 1854, 1855, 1859, 1863, 1866.  
 Tillinghast, Caleb B., 1895, 1896.  
 Tobey, *Hon. Edward S.*, 1862.  
 Todd, William C., 1894.  
 Twombly, *Rev. A. S.*, 1883, 1884.  
 Upham, J. B., *M.D.*, 1865.  
 Vibbert, *Rev. Geo. H.*, 1873.  
 Wales, George W., 1875.  
 Walley, *Hon. Samuel H.*, 1862.  
 Ward, *Rev. Julius H.*, 1882.  
 Ware, Charles E., *M.D.*, 1875.  
 Ware, Darwin E., 1881.  
 Warner, Hermann J., 1867.  
 Warren, *Hon. Charles H.*, 1859.  
 Warren, J. Collins, *M.D.*, 1878.  
 Waterston, *Rev. Robert C.*, 1867.  
 Weisslein, Louis, 1893.  
 Wells, *Mrs. Kate G.*, 1877.  
 Wendell, *Prof. Barrett*, 1895, 1896.  
 Wharton, William F., 1886.  
 Whipple, Edwin P., 1869.  
 Whitmore, William H., 1887.  
 Whitney, Daniel H., 1862.  
 Whitney, Henry A., 1873.  
 Wightman, *Hon. Joseph M.*, 1859.  
 Williams, Harold, *M.D.*, 1888, 1889, 1890.  
 Williamson, William C., 1881.  
 Williamson, *Mrs. William C.*, 1897, 1898.  
 Wilson, Elisha T., *M.D.*, 1861.  
 Winsor, Justin, *LL.D.*, 1867.  
 Winthrop, *Hon. Robert C.*, 1854.  
 Winthrop, Robert C., Jr., 1887.  
 Wood, Frank, 1897, 1898.  
 Woodbury, Charles Levi, 1871.  
 Woolson, *Mrs. Abba Gould*, 1888, 1889.  
 Wright, *Hon. Carroll D.*, 1884.



## APPENDIX X.

## SCHEDULE OF LIBRARY SERVICE.

*Note.*—This has been brought down to March 31, 1899. The order is (1) by rank in grades, and (2) alphabetical, within each grade.

## SUMMARY.

Central Library . . .	167	Males	88	Females	79
Branches and Reading rooms	64	"	15	"	49
	<hr/> 231		<hr/> 103		<hr/> 128

Evening and Sunday service, Central Library, \* 65  
 Sunday service, Branches, 12.

Extra assistance is employed at the branches.

## EXECUTIVE DEPARTMENT.

Name.	Entered.	Grade.
Putnam, Herbert . . .	1895	Librarian.
Savage, Philip H. . .	1896	Librarian's Sec.
† Mooney, George V. . .	1889	B. Special.
Deery, D. Jean. . .	1891	B. "
Learned, Lucie A. . .	1891	B. "
Cellarius, Theodore W. . .	1892	D. "
Hutchins, Fernald . . .	1896	D. "
McFarland, Peter V. . .	1896	D.
Nichols, Adelaide A. . .	1868	Auditor.
** Bicknell, Margaret M. . .	1896	C. Special.

## CATALOGUE DEPARTMENT.

Whitney, James L. . . .	1869	Chief.
¶ Swift, Lindsay . . .	1878	A. Special.
Chevalier, Samuel A. . .	1894	A. "
Hunt, Edward B. . . .	1883	A. "
Murdoch, John . . . .	1896	A. "
Burnell, Carrie . . . .	1881	A.
Rollins, Mary H. . . .	1886	A.
Seaver, Mrs. Lillian F. . .	1888	A.
Rice, Edwin F. . . . .	1885	B. Special.
Tenney, Mary A. . . . .	1897	B. "
Bartlett, Mary R. . . . .	1897	B.
Cutler, Dora L. . . . .	1887	B.
Gould, Ida W. . . . .	1884	B.

\* Serving from three to seven evenings a week each. The total number of positions is 35, evenings; 40, Sundays.

\*\* Auditor's Assistant. † Custodian of Stock Room. ¶ Editor Library Publications.

Name.	Entered.	Grade.
Hemmings, Anita F. . . .	1897	B.
Leavitt, Luella K. . . .	1895	B.
Brennan, T. Frank . . . .	1890	C. Special.
Dolan, Charles W. . . .	1894	D.
Shaughnessy, John F. . . .	1898	E.

## ORDERING DEPARTMENT.

Macurdy, Theodosia E. . . .	1889	Chief.
Coolidge, Marie . . . .	1893	B. Special.
Seemüller, Mary . . . .	1899	B. “
Frinsdorff, Emily O. . . .	1894	B.
Goddard, Mrs. Frances H. . .	1892	B.
McGrath, Mary A. . . .	1868	B.
McFarland, Thomas A. . . .	1891	C. Special.
Keleher, Alice A. . . .	1891	D. “
St. Louis, Robert E. . . .	1897	D. Runner.

## SHELF DEPARTMENT.

Roffe, William G. T. . . .	1881	A. Div. 2.
Locke, John F. . . .	1894	B.
Richmond, Bertha P. . . .	1895	B.
Connor, George H. . . .	1891	C. Special.
Eberhart, John . . . .	1894	C. “
Reardon, John H. . . .	1896	C. “
Caiger, Eliza F. A. . . .	1895	D.
Lucid, John F. . . .	1893	D.
Shawno, Robert . . . .	1898	D.

## BATES HALL.

Bierstadt, Oscar A. . . .	1899	Custodian.
† Blaisdell, Frank C. . . .	1876	A. Special.
Buckley, Pierce E. . . .	1891	B.
Doyle, Agnes C. . . .	1885	B.
Plunkett, Albert J. . . .	1895	D. Special.
Hannigan, Frank J. . . .	1898	D.
Hardy, Charles A. . . .	1896	D.

## SPECIAL LIBRARIES.

Fleischner, Otto . . . .	1891	Custodian.
Hitchcock, Grace A. . . .	1895	B. Special.
Hall, Belle S. . . .	1895	B.
Patten, Mary L. . . .	1898	B.
Whitney, Margaret D. . . .	1898	B.
Ward, Joseph W. . . .	1891	C. Special.
Cassidy, Margaret L. . . .	1895	D. “
Kelly, Charlotte H. . . .	1895	D. “

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† In charge of Patent and Newspaper Departments.

Name.	Entered.	Grade.
Smith, Arthur E. F. . . .	1897	D.
McKiernan, John L. . . .	1896	D. Runner.
Maiers, William C., Jr. . . .	1897	D. "

## DOCUMENTS DEPARTMENT.

Ford, Worthington C. . . .	1898	Chief.
Lane, Lucius P. . . .	1898	B.

## PERIODICAL-ROOM.

Wendté, Frederika . . . .	1895	C.
Ford, Mary E. A. . . .	1895	D.
Magninness, James . . . .	1897	D. Runner.

## NEWSPAPER-ROOM.

Serex, Frederic . . . .	1895	B.
Keenan, Matthew T. . . .	1896	D. Special.

## ISSUE DEPARTMENT.

McGuffey, Margaret D. . . .	1895	Chief.
* Sheffield, Mrs. Gertrude P. . . .	1896	B. Special.
Forrest, Gertrude E. . . .	1895	B. "
Barry, Edward F. . . .	1890	C. "
Cutlin, M. Florence . . . .	1892	C. "
McCarthy, Michael, Jr. . . .	1892	C. "
Sheridan, Mary C. . . .	1881	C. "
Desmond, Louise L. . . .	1895	C.
Richards, Florence F. . . .	1875	C.
Shumway, Marion H. . . .	1895	C.
Bertram, Lucy I. . . .	1895	D. Special.
Cunniff, Nellie L. . . .	1895	D. "
Dowling, S. Jennie . . . .	1895	D. "
McCarthy, Marion A. . . .	1895	D. "
Murphy, Annie G. . . .	1888	D. "
Reynolds, Mary A. . . .	1894	D. "
Roett, Louis W. . . .	1895	D. "
Wiechmann, Catherine A. . . .	1895	D. "
Connolly, Nelly L. . . .	1895	D.
Daly, Margaret C. . . .	1895	D.
Ethier, Lillian E. . . .	1895	D.
Gorman, John E. . . .	1895	D.
Kiernan, Letitia M. . . .	1895	D.
Lucid, Joseph A. . . .	1895	D.
Mayer, Harry F. . . .	1897	D.
Olson, Alphild . . . .	1895	D.
Olson, Bertha A. . . .	1895	D.
Williams, Grace . . . .	1895	D.

\* In charge of Juvenile Department.

Name.	Entered.	Grade.
Zaugg, Joanna . . .	1895	D.
Zaugg, Otto E. . . .	1895	D.
Barry, Margaret M. . .	1897	D. Runner.
Bryce, Jean M. . . . .	1898	D. “
Cole, Grace E. . . . .	1897	D. “
Hagerty, Mary E. . . .	1897	D. “
Hersey, Edna M. . . .	1898	D. “
McKenzie, Kenneth . .	1897	D. “
McSweeney, M. Agnes .	1897	D. “
Schulz, Henry A. C. . .	1898	D. “
Shaughnessy, Mary A. .	1897	D. “
Stetson, Nina M. . . .	1896	D. “
Gorman, Annie L. . . .	1899	E.
Schnabel, Paul J. . . .	1898	E.

## ISSUE DEPARTMENT, BRANCH DIVISION.

Ward, Langdon L. . . .	1896	Supervisor of Branches and Delivery Stations.
Kueffner, Cecilia W. . .	1898	B.
Painter, Florence McM. .	1897	B.
Heimann, Otto A. . . .	1890	C. Special.
Morse, Mand M. . . . .	1877	C. “
Bollig, Emma . . . . .	1898	C.
Maier, Joseph A. . . . .	1892	D. Special.
Brown, Richard . . . .	1898	D.
Conroy, Michael J. . . .	1897	D. Runner.

## REGISTRATION DEPARTMENT.

Keenan, John J. . . . .	1885	B. Special.
Murray, Ella K. . . . .	1886	C.
Shelton, Richard B. . . .	1895	D. Special.
Fillebrown, Emily F. . .	1895	D.

## PRINTING DEPARTMENT.

	Entered.	Position.
Lee, Francis W. . . . .	1894	Chief.
Geyer, Willfried H. . . .	1896	Pressman.
Greeley, Carrie P. . . . .	1896	Compositor.
Land, Annie F. . . . .	1896	“
Ives, Birdsey F. . . . .	1896	Feeder.

## BINDERY.

Ryder, Frank . . . . .	1883	Foreman.
Collins, Dennis J. . . . .	1887	Finisher.
Dougan, William J. . . .	1898	Forwarder.
Fuerst, Alexander . . . .	1896	“
Hoeffner, George . . . .	1891	“
Ivory, John W. . . . .	1893	“
Löfström, Konrad A. . . .	1892	“

Name.	Entered.	Position.
Murphy, John F. . . .	1883	Forwarder.
Sullivan, J. Henry . . .	1898	"
Hemstedt, William P. . .	1883	Pressman.
Bowen, Mrs. Sarah E. . .	1876	Sewer.
Doiron, Joanna . . . .	1896	"
Healey, Margaret . . . .	1899	"
Kiley, Margaret J. . . .	1889	"
Moriarty, Mary G. . . .	1875	"
Nolen, Sarah . . . . .	1891	"
Potts, Ellen F. . . . .	1892	"
Sonle, Ellen E. . . . .	1891	"

## ENGINEER AND JANITOR DEPARTMENT.

Niederaner, Henry . . . .	1894	Chief Engineer.
McCready, Alexander . . .	1895	Engineer.
Malone, John P. . . . .	1895	"
O'Neill, Harry . . . . .	1896	"
Zittel, George, Jr. . . . .	1891	"
Herland, Nils J. . . . .	1895	Fireman.
Moran, John A. . . . .	1894	"
Karlson, Charles W. . . . .	1896	Book Motors.
* Williams, John L. . . . .	1886	Janitor.
Lawrence, John A. . . . .	1898	"
Frye, Henry . . . . .	1898	"
McCarty, Dennis . . . . .	1888	Watchman.
McGee, Alexander D. . . .	1896	Painter.
Wall, Frank A. . . . .	1897	Carpenter.
Hanna, William T. . . . .	1895	Marble polisher.
Chavies, Samuel H. . . . .	1899	Elevator and Coat room attendants.
Cole, William E. . . . .	1898	
Thomas, Arthur C. . . . .	1898	

## EAST BOSTON BRANCH.

Name.	Entered.	Grade.
Walkley, Ellen O. . . . .	1897	B. Special.
Brackett, Marian W. . . .	1897	C.
Wing, Alice M. . . . .	1873	C.
Bickford, Lillian A. . . .	1891	D.
Hosea, George H. . . . .	1873	Janitor.
Taylor, Charles F. . . . .	1897	"

## SOUTH BOSTON BRANCH.

Bullard, N. Josephine . . .	1883	B. Special.
Eaton, Ellen A. . . . .	1873	C.
Sampson, Idalene L. . . . .	1878	C.
McQuarrie, Annie C. . . .	1894	D.
Orcutt, Alice B. . . . .	1887	D.
Summer, Alice F. . . . .	1897	D.
Baker, Joseph . . . . .	1872	Janitor.

\* Charge of book motors, evenings.

## ROXBURY BRANCH.

Name.	Entered.	Grade.
Bell, Helen M. . . . .	1878	B. Special.
Berry, Martha L. C. . . . .	1883	C.
Puffer, Dorothy . . . . .	1878	C.
Griggs, Sarah W. . . . .	1886	D.
Lynch, Gertrude A. . . . .	1894	D.
Monahan, William . . . . .	1883	Janitor.

## CHARLESTOWN BRANCH.

Cartée, Elizabeth F. . . . .	1886	B. Special.
Livermore, Mrs. Susan E. . . . .	1885	C.
Reagen, Elizabeth R. . . . .	1895	C.
O'Neill, Margaret M. . . . .	1892	D.
Rogan, Katharine S. . . . .	1896	D.
Smith, Thomas E. . . . .	1874	Janitor.

## BRIGHTON BRANCH.

Hobart, Martha N. . . . .	1896	B. Special.
Conley, Ellen F. . . . .	1891	C.
Dale, M. Florence . . . . .	1895	D.
Warren, Edward A. . . . .	1898	Janitor.

## DORCHESTER BRANCH.

Reed, Mrs. Elizabeth T. . . . .	1873	B. Special.
Griffith, Mary E. . . . .	1886	C.
Donovan, Mary G. . . . .	1891	D.
Kellogg, Grace E. . . . .	1898	D.
Meffen, Margaret . . . . .	1892	D.
Davenport, Edward . . . . .	1875	Janitor.

## SOUTH END BRANCH.

Sheridan, Margaret A. . . . .	1875	B. Special.
McKirdy, Alice E. . . . .	1896	C.
Lynch, Emma F. . . . .	1885	D.
Meehan, Margaret F. . . . .	1893	D.
Mulloney, William J. . . . .	1892	D.

## JAMAICA PLAIN BRANCH.

Swain, Mary P. . . . .	1877	B. Special.
Riley, Nellie F. . . . .	1878	C.
Albert, Katie F. . . . .	1892	D.
Kenney, Thomas W. . . . .	1897	Janitor.

## WEST END BRANCH.

Davis, Mrs. Eliza R. . . . .	1877	B. Special.
Barton, Margaret S. . . . .	1885	C.
Forbes, George W. . . . .	1896	C.
Mooney, Katharine G. . . . .	1885	C.

Name.	Entered.	Grade.
Kiley, Mary E. . . . .	1896	D.
Riley, Mary E. . . . .	1891	D.
Kelly, William D. . . . .	1898	D. Runner.
Porter, Frank C. . . . .	1896	D. “
Sullivan, Daniel J. . . . .	1898	Janitor.

## WEST ROXBURY BRANCH.

Morse, Carrie L. . . . .	1890	D. Special.
Henderson, Irene E. . . . .	1898	E.
Woods, Eugene B. . . . .	1898	Janitor.

## DELIVERY STATIONS.

Station.	Custodian.	Grade.
A. Lower Mills Reading-room. ....	Hill, M. Addie. ....	D. Special.
B. Roslindale Delivery Station. ....	Davis, William W.	
C. West Roxbury Branch. ....	See above.	
D. Mattapan Reading-room. ....	Capewell, Mrs. Emma G.,	D. Special.
E. Neponset Delivery Station. ....	Barnes, Charles D.	
F. Mt. Bowdoin Reading-room ...	Fairbrother, Mrs. Eliz. G.,	D. Special.
G. Allston Delivery Station. ....	Howe, W. A. & Co.	
H. Ashmont Delivery Station. ....	Weymouth, Clara E.	
J. Dorchester Sta. Delivery Sta. ....	Sexton, Mrs. Annie M.	
K. Bird-st. Delivery Station. ....	Morris, Antoinette.	
L. No. Brighton Reading-room ...	Muldoon, Katherine F.,	D. Special.
M. Crescent-ave. Delivery Station. ....	Johnson, Charles E., & Co.	
N. Blue Hill-ave. Delivery Station. ....	Riker, Mrs. S. A.	
P. B'way Extension Delivery Sta. ....	Stewart, Cora L. ....	D. Special.
Q. Upham's Corner Delivery Sta. ....	Bird, Mrs. Thomas H.	
R. Warren-st. Delivery Station. ....	Woodward, C. E. & Co.	
S. Roxbury-crossing Delivery Sta. ....	Yeaton, E. Christine. ....	D. Special.
T. Boylston Delivery Station. ....	Locke, Joseph B.	
U. Ward 9 Delivery Station. ....	McGrath, Amelia F. ....	C.

## EVENING AND SUNDAY SERVICE.

*Central Library.*

6 P.M. TO 10 P.M. WINTER SCHEDULE.

SUNDAYS, 2 TO 10 P.M.

## BATES HALL.

Officers in Charge.	Hours.
Chevalier, Samuel A. See Issue Department . . . . .	4
Fleischner, Otto . . . . .	8
Hunt, Edward B. . . . .	10
Swift, Lindsay . . . . .	10
Assistants.	
Roffe, William G. T. . . . .	9½
Walsh, William A. See Fine Arts. . . . .	15½
Central Desk.	
Buckley, Pierce E. See Issue Department . . . . .	8
Reardon, John H. See Deliverers of Books . . . . .	4
Williams, David L. . . . .	20

	Hours.
Care of Reference Books.	
Heimann, Albert E. . . . .	24
Plunkett, Albert J. See Newspaper room . . . . .	8
Collectors of Slips.	
McKenzie, Kenneth . . . . .	9
Pearson, John A. See Runners . . . . .	7
Pitts, James A. See Fine Arts Extra Assistants . . . . .	9
Runners.	
Beckford, Fred A. See Cars, Book-case and Runners, . . . . .	9
Campbell, Charles D. See Issue Dep't Runners . . . . .	3
Sullivan, Frank T. . . . .	10
Zaugg, Otto E. See Issue Department Runners . . . . .	3
ISSUE DEPARTMENT.	
Officers in Charge.	
Blaisdell, Frank C. . . . .	20
Buckley, Pierce E. See Central Desk . . . . .	4
Chevalier, Samuel A. See Bates Hall . . . . .	8
Receiver of Books.	
Blaisdell, Fred W. . . . .	25
Deliverers of Books.	
Clarke, William S. See Indicator. Runners . . . . .	12
Reardon, John H. See Central Desk . . . . .	13
Care of Indicator.	
Clarke, William S. See Deliverers of Books. Runners, . . . . .	13
Hannigan, Walter T. See Care of Tubes . . . . .	12
Assistants at Indicator.	
Currier, Ulysses S. G. . . . .	7
Gorman, John E. See Tubes and Juvenile Library . . . . .	3
Tenny, Robert M. See Cars and Fine Arts . . . . .	12
Care of Slips.	
Heimann, Otto A. . . . .	7
Hughes, John A. . . . .	18
Desk Attendant.	
Ford, Daniel J. See Runners . . . . .	25
Care of Tubes.	
Gorman, John E. See Assistants at Indicator and Juvenile Library . . . . .	3
Hannigan, Frank J. . . . .	9
Hannigan, Walter T. See Indicator . . . . .	13
Care of Carriers.	
Beckford, Fred A. See B. H. Runners, Book-case and Issue Department Runners . . . . .	6½
Lucid, John F. . . . .	9
Roett, Louis W. See Book-case . . . . .	3½
Tenny, Robert M. See Indicator Assistants and Fine Arts . . . . .	6



	Hours.
Book-case Attendants.	
Beckford, Fred A. See B. H. Runners, Carriers . . .	6
Glover, John H. See Runners . . . . .	6
Roett, Louis W. See Cars . . . . .	6
St. Louis, Robert E. . . . .	7
Runners.	
Beckford, Fred A. See B. H. Runners, Carriers and Book-case . . . . .	3½
Benson, Edwin F. A. . . . .	10
Campbell, Charles D. See B. H. Runners . . .	19
Clarke, William S. See Indicator. Deliverers of Books, .	7
Conners, Timothy J. . . . .	25
Conroy, Michael J. . . . .	6½
Doyle, Charles A. . . . .	25
Ford, Daniel J. See Desk Attendant . . . . .	7
Glover, John H. See Book-case Attendants . . .	4
Hughes, Thomas F. . . . .	9
Lucid, Joseph A. . . . .	7
McFarland, Peter V. . . . .	9
Mackinnon, Bergan A. See Juvenile Library . . .	6
Maier, Joseph A. . . . .	9
Maiers, William C., Jr. . . . .	9
Mayer, Harry F. . . . .	9½
Martin, D. Clifford. See Barton Library Assistants .	18
Pearson, John A. See Collectors of Slips . . .	3
Trueman, Nelson G. . . . .	22
Weller, Waldo W. See Fine Arts Extra Assistants, .	9
Zaugg, Otto E. See B. H. Runners . . . . .	6½

## BARTON LIBRARY.

## In Charge.

Lee, Francis W. . . . .	16
Tiffany, Edward . . . . .	16

## Assistants.

McKiernan, John L. . . . .	12
Martin, D. Clifford. See Runners . . . . .	8
Smith, Arthur E. F. See Fine Arts Assistants . . .	12

## FINE ARTS DEPARTMENT.

## In Charge.

Bourne, Frank A. . . . .	20
Walsh, William A. See Bates Hall Assistants . . .	12

## Assistants.

Smith, Arthur E. F. See Barton Library Assistants, .	12½
Ward, Joseph W. . . . .	12½

## Extra Assistants.

Pitts, James A. See Collectors of Slips . . . . .	8
Shawno, Robert . . . . .	12
Weller, Waldo W. See Runners . . . . .	12

	Hours.
PERIODICAL ROOM.	
Connors, John F. . . . .	32
REGISTRATION DESK.	
Fallon, William E. . . . .	21½
Keenan, John J. . . . .	3½
JUVENILE LIBRARY.	
Attendants.	
Hall, Belle S. . . . .	6
Kelly, Charlotte H. . . . .	9½
Owen, Marion L. . . . .	9½
Extra Attendants.	
Gorman, John E. See Assistants at Indicator and Tubes . . . . .	4
Mackinnon, Bergan A. See Runners . . . . .	4
Russell, J. Edward . . . . .	28
PATENT ROOM.	
Attendants.	
Keenan, Matthew T. . . . .	16
Serex, Frederic . . . . .	16
NEWSPAPER ROOM.	
Attendants.	
Brennan, Thomas F. . . . .	12
Connor, George H. . . . .	16
Plunkett, Albert J. See Care of Reference Books . . . . .	4
REPLACEMENT OF BOOKS.	
Barry, Edward F. . . . .	12½
McCarthy, Michael, Jr. . . . .	12½

## SUNDAY SERVICE.

\* *Branch Libraries.*

NOVEMBER 1 TO MAY 1.

\* With the exception of the West End Branch, which is open Sundays throughout the year; the regular week-day attendants serve Sundays, their compensation being for seven days per week.

## CHARLESTOWN BRANCH, 2 TO 10 P.M.

In Charge.	Hours.
Day, John . . . . .	8
Harrington, Walter . . . . .	8
Janitor.	
Smith, Thomas . . . . .	8

## EAST BOSTON BRANCH, 2 TO 10 P.M.

Hours.

In Charge Issue Desk.

Bussey, George D. . . . . 7

In Charge Reading Room.

Hosea, George H. . . . . 8

Heat Janitor.

Taylor, Charles F. . . . . 8

## SOUTH BOSTON BRANCH, 2 TO 10 P.M.

In Charge.

Oreutt, Alice B. . . . . 7

Janitors.

Baker, Joseph . . . . . 8

Saunders, Thomas . . . . . 8

## STATION P, 2 TO 6 P.M., 7 TO 9 P.M.

In Charge.

Herr, Irving . . . . . 6

Assistant.

Brown, Richard . . . . . 2

## STATION S, 2 TO 6 P.M., 7 TO 9 P.M.

In Charge.

Damon, Helen G. . . . . 6

## APPENDIX XI.

## SYSTEM OF SERVICE.

AS IN FORCE MARCH 31, 1899.

The system of graded service with provision for examinations as set forth in Article VI. of the By-laws quoted below was adopted by the Trustees in April, 1895. Employees then in the service were graded thereunder. The application of the system to such employees was, however, made with this proviso: that it should not of itself entitle any employee to an increase of salary nor subject him to a decrease. In some cases, therefore, the salaries of present employees do not yet accord precisely with the salaries of the grades under which they are classed. But increases of salary that may be recommended on the ground that the service rendered is entitled to higher pay will be made only in accordance with the system. And all promotions, as well as new appointments, will be made in accordance with the system.

## EXTRACTS FROM BY-LAWS.

ARTICLE VI., SECTION 1. — *Examinations.* Semi-annually, or oftener if expedient, examinations shall be held under the direction of the Librarian, for admission, by promotion or otherwise, to all grades of employment in the Public Library, except the positions of Librarian, Assistant Librarian, Librarian's Secretary, Auditor, Chief Cataloguer, Chief of Shelf Department, Custodian of Bates Hall, Chief of Ordering Department, Chief of Issue Department, Supervisor of Branches and Stations, Chief Engineer, Chief of Printing Department and Chief of Bindery.

From the list of those persons who have successfully passed the examinations of the grade in which they seek employment, appointments shall be made by the Trustees upon nomination by the Librarian in consultation with the head of the department in which the appointment is to be made.

ARTICLE V., SECTION 2. — *Vacations and other Absences.* All persons regularly employed in the Library, except persons employed in the Engineer's or Janitor's departments, or in the Bindery, shall be entitled to a vacation at the rate of twenty-four days for each year in the service, exclusive of legal holidays, and of the weekly half-holiday allowed by the city ordinance, to be arranged by the Librarian. No allowance shall be made for absence from duty except as above provided.

SECTION 3. The President or Librarian shall have power to suspend, with loss of pay, any person in the Library service until the first succeeding meeting of the corporation.

The following notice and application blank are furnished to applicants for employment in the Library service :

#### NOTICE TO APPLICANTS FOR EMPLOYMENT.

Applications must be made upon the printed blanks furnished by the Library. Examinations for applicants will be held from time to time as the needs of the service may require. Each applicant will be notified of the examination to be held next after the filing of his application.

The examinations are not strictly competitive. Other capacities being equal, preference will be given to persons attaining the highest mark; but in making selections from among those who have taken the examination, other elements of fitness for the particular positions to be filled will be taken into account.

The purpose of the examination being not to test the intelligence of the applicants by an absolute standard, but rather to range the applicants according to the relative intelligence displayed by them, no absolute pass-mark is fixed; nor is any certificate or diploma given, but candidates will, if they desire, be informed of their relative rank among those who have taken examinations for the same grade.

The examination, moreover, is regarded as a preliminary test, merely. It must be followed by a test of capacity in actual service during a probationary period. And all appointments to the service, even where carrying pay, are provisional and conditioned upon proof of capacity for the particular positions to be filled as shown in actual service.

The entire Library service (excepting the Engineer, Janitor, and Printing Departments and the Bindery, and the Sunday and Evening service which is paid by the hour) is divided into grades. Each grade begins with a minimum salary and progresses, by an annual increase, to a maximum. No such increase, however, will be paid unless the work of the employee has proved satisfactory to the Trustees. The maximum reached, no further increase is possible, except by promotion to a higher grade. Such promotion also is based upon an examination, combined, however, with certificate of capacity from the head of the department in which the employee has served.

The ordinary grades are supposed to provide for positions where academic knowledge is necessary; the special grades for those positions where special capacities (as knowledge of type-writing, executive ability, etc.) are more particularly required.

Applicants for positions in the higher grades must satisfy the examiners of their ability to pass the examinations for all the grades below that for which they make application.

To the above general qualifications must be added in each case such special qualifications as may be requisite for the particular positions to be filled.

HERBERT PUTNAM,  
*Librarian.*

BLANK FOR APPLICATION.

THE PUBLIC LIBRARY OF THE CITY OF BOSTON.

APPLICATION.

I hereby make application to be examined for a position in Grade \_\_\_\_\_ of the Public Library service of the City of Boston.

As part of my application I declare the answers to the following questions to be true and in my own handwriting.

Each question must be answered or the blank will be returned.

1. Are you married or single?
2. Where do you reside and what is your post-office address? (Give town or city, including street and number.)
3. How long have you been a resident of said city or town?
4. Are you a citizen of the United States?
5. What is the date and place of your birth?
6. What is your father's and mother's full name? Give name whether living or dead.
7. Have you ever been examined for the public service in any State or city? If so, when, where, for what branch and grade of the service and with what result?
8. Are you in good health? Have you any mental or physical incapacity of which you are aware?
9. What is your present occupation and what has been your past occupation? Give places and dates of employment as near as you can.
10. In what schools, academy or college were you educated? Give the name and length of course in each.
11. Have you any experience or do you possess any special qualifications, such as a knowledge of book-keeping, stenography, typewriting, foreign languages or a familiarity with other branch or branches of knowledge, which in your opinion would be useful in the service of the Public Library, and not included among the requirements for the grade in which you are an applicant?
12. What experience in library work have you had?
13. In what department of this library do you think your capacities would be useful?

[Signature: all names in full.]

Any other facts you desire to mention : [Certificates and testimonials may be mentioned, and copies may be enclosed. The originals need not, unless called for.]

*When filled out, fold TWICE, as indicated, and return to the Librarian of the Boston Public Library.*

## APPENDIX XII.

## CORRESPONDENCE, BEQUESTS, ETC.

## KATE FIELD COLLECTION.

BOSTON, April 20, 1898.

HERBERT PUTNAM, ESQ.,

*Librarian, Public Library:*

MY DEAR MR. PUTNAM, — Last autumn you most kindly acceded to my desire to be permitted to give to the Library the MSS. and autograph letters, from famous persons, belonging to Kate Field: and I have just now received, by this morning's mail, a letter from Mr. T. Sanford Beaty, the executor and the chief and residuary legatee of Miss Field, a letter saying: "It seems to me a most charming idea to so preserve dear Miss Field's MSS., and I should certainly advise you to turn them over to Mr. Putnam."

Mr. Beaty has just returned from a long absence: and while I knew he would approve this, I had no right to do so until I had his official permission. . . .

That Miss Field's memory may be thus "kept green" by a "Kate Field Collection" in the noble Library fulfils the dearest wish of my heart.

Very faithfully yours,

(Signed)

LILIAN WHITING.

## LIBRARY OF THE AMERICAN STATISTICAL ASSOCIATION.

BOSTON, MASS., June 16, 1898.

*To the Trustees of the Boston Public Library:*

GENTLEMEN, — The American Statistical Association, of which General Walker was President for so many years, until the time of his death, and of which Colonel Wright is now President, has a valuable library of statistical works, especially rich in public documents of foreign countries. . . . At the last meeting of the Association, held in April of this year, the Library Committee of the Association was given power to transfer the library to



the Trustees of the Boston Public Library if they were willing to accept the gift, the only condition being that the purely statistical portion of the library should be kept together, and that members of the Association should have free access to the shelves of this collection. In the wish that this collection be kept together, there is no desire, however, to handicap the Public Library in any way in the administration of its work. Undoubtedly there are many public documents which are duplicates of those in the Public Library. If so, those volumes of the Statistical Association should be separated and given to some other institution. Other works which are not of a statistical character, which have found their way into the Library of our Association, should also be separated and shelved according to the general classification now in use by the Public Library.

Yours very truly,

(Signed)

DAVIS R. DEWEY,

*Secretary.*

I should add that current periodicals and issues received by the Association would be given to the Library at stated dates.

#### BUST OF SIR WALTER SCOTT.

BOLESIDE, GALASHIELS, N. B., 21st July, 1898.

#### THE SIR WALTER SCOTT MEMORIAL.

SIR, — The United States Ambassador has sent me your letter to him of the 6th instant, accepting, on behalf of the City of Boston, of the bust of Sir Walter Scott, purchased by the Westminster Committee from Mr. Hutchison, R.S.A., Edinburgh, with their surplus funds, and intended for the Public Library of your city. I shall, accordingly, at once cause the bust to be forwarded to the care of Your Honor. I believe that it will be appreciated, not only as a beautiful work of art, but as affording the citizens of Boston the gratification of having amongst them a very faithful counterpart of the features of that great genius, whose shrine so many of them annually visit. It is a very perfect copy of the famous Chantrey Bust in Abbotsford, and is, as you are aware, a duplicate of that placed last year in Westminster Abbey. I enclose a list of the subscribers to the Westminster Bust, which may not be without interest to the Library Trustees.

I have the honor to be, Mr. Mayor,

Your most obedient servant,

(Signed)

RICHARD LEES.

THE HON. JOSIAH QUINCY,

*Mayor of Boston, U. S. America.*

THE WESTMINSTER COMMITTEE ON THE SIR WALTER SCOTT  
MEMORIAL, RICHARD LEES, *Honorary Secretary:*

SIR. — The Trustees of the Public Library in the City of Boston have received from His Honor, Josiah Quincy, Mayor, the Bust of Sir Walter Scott, purchased by the Westminster Committee from Mr. Hutchison, R.S.A., for deposit in this Library.

We are glad to have so faithful a copy of Chantrey's celebrated work among our treasures of literature and art, and we are grateful for the generosity of the subscribers, and still more for the spirit which has prompted the gift.

We recognize in this act of international courtesy a mark of that growing harmony of interests between the two leading powers in the civilization of the world, which, if sometimes latent, always has been strong beneath all disturbing incidents, and which, well directed, may be the assurance of peace and prosperity to the nations of the earth.

The patrons of this Library will always view with admiration the bust of this great magician who touched all the incidents of history, the customs of the period and the eminent characters of the time, bringing them into finished and immortal pictures which have put succeeding ages under grateful obligations.

If Sir Walter's genius was descriptive rather than creative there yet runs through all his writings such a loftiness and purity of moral sentiment that they have furnished the world with a vast amount of cheer and hope, and we rejoice to find that this delight which he has already provided for three generations shows no decline in the readers of a great Public Library to-day.

With highest respect and esteem, the Trustees of the Public Library of the City of Boston:

(Signed) FREDERICK O. PRINCE, *President.*

JOSIAH H. BENTON, JR.,

H. P. BOWDITCH,

JAMES DE NORMANDIE,

SOLOMON LINCOLN,

HERBERT PUTNAM,

*Librarian and Clerk of the Corporation.*

Dated at Boston, in the Commonwealth of Massachusetts, U.S.A., in the year of our Lord 1898, and of the founding of the city, 269.

ORIGINAL BLOCKS OF WOOD ENGRAVINGS, EXECUTED BY ROBERT  
LOUIS STEVENSON.

Care of MITCHELL & BAXTER, W. S., 11 SOUTH CHARLOTTE STREET.

EDINBURGH, SCOTLAND, November 8, 1898.

*Secretary, Boston Library:*

DEAR SIR,—Mrs. R. L. Stevenson begs me to write and ask you whether the Library would care to receive as a gift a set of twenty-four wood engravings (original blocks) executed by her husband, the well-known novelist? Fac-simile impressions of these blocks were used in the Bonus Volume of the “Edinburgh Edition” of Robert Louis Stevenson’s works, and must therefore be already known to you. At present the blocks are in the possession of Messrs. Constable & Co., the Edinburgh printers, who are printing from them a limited number of copies for certain subscribers on the understanding that when the work is completed the blocks shall be handed to a public institution which shall bind itself that they shall never be used again. Would your great Library, therefore, be willing to receive these blocks *on this pledge of never reproducing copies from them?* The blocks are valuable only from the sentiment and association attached to them.

If the Library should be willing to accept them, might I ask you to write accordingly to Mr. Charles Baxter . . . the late Mr. Stevenson’s executor — whom I have instructed to send you the blocks on the completion of the volume at present in Messrs. Constable’s hands. Mrs. Stevenson is leaving in a week’s time for Madeira, where she is to spend the winter, and is therefore unable to take charge of the matter herself.

I remain

Very truly yours,

(Signed)

LLOYD OSBOURNE.

HENRY SARGENT CODMAN MEMORIAL.

BROOKLINE, January 2, 1899.

*The Trustees of the Boston Public Library:*

GENTLEMEN,—Under date of May 24, 1897, and January 21, 1898, your Board has received from Mr. Charles F. McKim communications with reference to a fund which friends of the late Henry Sargent Codman of Brookline propose to turn over to the Boston Public Library to be known as the Henry Sargent Codman Memorial Fund.

Mr. McKim addressed you as Trustee of the fund, and under date of January 21 he enclosed a check for the amount then on hand, \$2,852.41.

He communicated to you the aim of the donors that the fund should be used "to perpetuate the memory" of Mr. Codman "by keeping alive, maintaining, and from time to time adding to the plants, trees, and other foliage, within the Public Library, provided this should be acceptable to the Trustees."

Since the above was written, consideration has induced the donors of the fund to believe that it might more effectively be utilized in some other way, for instance, particularly by the purchase of books upon landscape gardening.

I am now authorized, acting in behalf of Mr. McKim as well as of the various contributors to the fund, to assent to this disposal of the fund. And this assent applies both to the amount already turned in and to any contributions that may be subsequently added to it.

It is the desire of the donors that a special book-plate shall be inserted in each one of the volumes purchased from the fund, identifying it as part of this memorial collection.

Very truly yours,

(Signed)

M. R. SARGENT.

## APPENDIX XIII.

## GIFTS.

*See also pp. 5, 10, 21, 23, 26-29 of main body of report.*

Givers . . . . .	1,946
Volumes . . . . .	11,245
Numbers . . . . .	15,560
Photographs, engravings, etc. . . . .	309
Newspaper subscriptions. (Gift of the publishers) . . . . .	69

## 1. ENDOWMENTS.

January 2, 1899. From the friends of the late  
Henry Sargent Codman for the purchase of  
books on landscape gardening, the sum of \$2,852 41

## 2. WORKS OF ART.

From the Committee on the Scott Memorial in Westminster  
Abbey, a copy in marble (by John Hutchison, R.S.A.) of  
the bust of Sir Walter Scott by Chantrey.

## 3. MISCELLANEOUS GIFTS OF MONEY.

From Miss Lilian Whiting, for arranging the Kate  
Field Collection of Manuscript Letters, the sum of \$25 00

## 4. PHOTOGRAPHS, ENGRAVINGS, ETC.

Abbot Memorial Library . . . . .	1 Photograph.
Anonymous . . . . .	10 Photographs.
Avery, Samuel P. . . . .	2 Engravings.
Ball, William T. W. . . . .	1 Silver Medal.
Barnard, James M. . . . .	1 Photograph.
Bayridge Free Library . . . . .	1 “
Boston City Hospital . . . . .	2 Photographs.
Boston Browning Society . . . . .	3 “
Brockton Public Library . . . . .	2 “
Brown, Dr. Francis H. . . . .	4 Engravings.
Bullivant, William M. . . . .	1 Bronze <sup>5</sup> Medal.
Carnegie Free Library . . . . .	1 Photograph.
Butte Free Public Library . . . . .	2 Photographs.
Case Memorial Library . . . . .	2 “
Chevalier, Samuel A. . . . .	1 Photograph.
Columbia University . . . . .	1 Photograph and 1 Bronze Medal.
Coolidge, Baldwin . . . . .	3 Photographs.
Curtis & Cameron . . . . .	4 “
Erie Public Library . . . . .	3 Illustrations.

Everett, Fred E. . . . .	1 Photograph.
Fleischner, Otto . . . . .	18 Photographs.
Foster, John R., and Stephen B. . . . .	7 "
Foster, William E. . . . .	9 "
Gail Borden Public Library . . . . .	1 Photograph.
Green, <i>Dr.</i> Samuel A. . . . .	1 Engraving.
Greenough, J. F. . . . .	4 Drawings.
Groton Public Library . . . . .	1 Engraving.
Hamilton Public Library . . . . .	4 Photographs.
Hartford Free Library . . . . .	1 Photograph.
Heaton, A. G. . . . .	1 "
Hubbard Free Library . . . . .	3 Photographs.
Iconographic Society . . . . .	1 Etching.
Illinois College, Jones Memorial Library, . . . . .	1 Engraving.
Indianapolis Public Library . . . . .	1 Photograph.
James Prendergast Free Library . . . . .	1 "
King, George R. . . . .	9 Photographs.
Knapp, Arthur Mason . . . . .	1 Photograph.
Meekin's Library . . . . .	1 "
Monks, <i>Dr.</i> George H. . . . .	117 Photographs and Engravings, 2 Water Colors.
New York Public Library . . . . .	4 Photographs.
Omaha Public Library . . . . .	1 Photograph.
Osterhout Free Library . . . . .	1 "
Pasadena Public Library . . . . .	1 "
Peck Memorial Library . . . . .	1 "
Perabo, Ernst . . . . .	2 Photographs.
Putnam, <i>Misses</i> Shirley and Brenda . . . . .	1 Drawing (framed).
Richards Library . . . . .	1 Photograph.
San Francisco Mercantile Library . . . . .	5 Photographs.
Sargent, <i>Dr.</i> Dudley A. . . . .	6 "
Small, Maynard & Co. . . . .	27 Photographs and Prints.
Smith, <i>Miss</i> Sarah S. . . . .	1 Engraving.
Stevenson, <i>Mrs.</i> Robert Louis . . . . .	24 Wooden Blocks, engraved by Mr. Stevenson.
Stokes, <i>Miss</i> Caroline P. . . . .	1 Engraving (framed).
Switzerland. Bureau International des Administrations Télégraphiques . . . . .	8 Charts.
Tufts Library . . . . .	1 Photograph.
United States Naval Academy . . . . .	2 Photographs.
Warren, Samuel M. . . . .	1 Copperplate.
Watts de Peyster Library . . . . .	1 Print.
Whitney, James L. . . . .	13 Photographs.
Winona Free Public Library . . . . .	2 "
Winslow, <i>Lieut.-Com.</i> Herbert, U.S.N., . . . . .	1 Photograph.
Winther, Charles A. G. . . . .	1 Engraving.

## 5. BOOKS, NEWSPAPERS AND PERIODICALS.

	Vols.	Nos.
Abbott, Rev. Edward, <i>Cambridge, Mass.</i> . . . . .		585
Abbott, Dr. Samuel W. . . . .		24
Abbott Memorial Library, <i>Dexter, Me.</i> . . . . 1 plan		
Aberdeen Public Library, <i>Aberdeen, Scotland</i> . . . . .	1	2
Academy of Medicine of Cincinnati, <i>Cincinnati, O.</i> . . . .	1	
Academy of Natural Sciences, <i>Philadelphia, Pa.</i> . . . .		1
Academy of Science of St. Louis, <i>St. Louis, Mo.</i> . . . .		8
Actors' Fund of the United States of America, <i>New York City</i> . . . . .		1
Adadourian, Rev. Haig, <i>Plymouth, Mass.</i> . . . .	1	
Adam, Robert B., <i>Buffalo, N.Y.</i> . . . .	1	
Adams, Andrew N., <i>Fair Haven, Vt.</i> . . . .	2	
Adams, Hon. Charles Francis, <i>Lincoln, Mass.</i> . . . .	4	
Adams, Charles Francis, <i>Sherborn, Mass.</i> . . . .	1	
Adams, J. L., <i>New York City</i> . . . . . 1 map		
Adams Nervine Asylum . . . . .		1
Adler, Simon L., <i>Rochester, N.Y.</i> . . . .	1	
Aguilar Free Library, <i>New York City</i> . . . . .		1
Alabama. Department of Agriculture, <i>Montgomery</i> . . . . .	1	
Albany Medical College, <i>Albany, N.Y.</i> . . . .		1
— Alumni Association . . . . .		21
Alden, Rev. E. J., <i>Chicago, Ill.</i> . . . .	1	
Alden, William H., <i>Philadelphia, Pa.</i> . . . .	1	
Alden & Harlow, <i>Pittsburgh, Pa.</i> . . . . 5 plans		
Alexander, De Alva Stanwood, <i>Buffalo, N.Y.</i> . . . .	1	
Alfred University, <i>Alfred, N.Y.</i> . . . .		1
Alkaloidal Clinic, Publishers of, <i>Chicago, Ill.</i> . . . .		2
Allen, Edward G., <i>London, England</i> . . . . .	3	
Allen, George H. . . . .	1	
Allen, Hon. William V., <i>Washington, D.C.</i> . . . .		1
Allison, Dr. H. E., <i>Fishkill-on-Hudson, N.Y.</i> . . . .	2	1
Allyn, Mrs. E. G., <i>Dubuque, Iowa</i> . . . . . 2 pieces of music		
Ambrozovics, Bela, <i>Vienna, Austria</i> . . . . .	4	
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Wiggin, James B., <i>Cambridgeport, Mass.</i> . . . . . 1 broadside		
Wiggin, Rev. James H. . . . .		1
Wilder, Prof. Burt G., <i>Ithaca, N.Y.</i> . . . . .		1
Wilkes-Barré Times, <i>Wilkesbarré, Pa.</i>		
1898-99 subscription		
Williams, Rev. Edward F., <i>Chicago, Ill.</i> . . . . .	1	
Williams, George H. . . . .	8	
Willis, Dr. John L. M., <i>Eliot, Me.</i> . . . . .		1
Williston Seminary, <i>Easthampton, Mass.</i> . . . . .		1
Wilmington Institute, <i>Wilmington, Del.</i> . . . . .	1	1
Wilson, Louis N., <i>Worcester, Mass.</i> . . . . .	2	
Wiltse, Henry M., <i>Chattanooga, Tenn.</i> . . . . .	1	
Winchester, <i>Mass.</i> , Town of . . . . .	1	
Winchester Home Corporation for Aged Women . . . . .		2
Winn, Hon. Henry . . . . .		1
Winona Free Public Library, <i>Winona, Minn.</i> . . . . . 1 plan		
Winslow, Dr. W. H., <i>Vineyard Haven, Mass.</i> . . . . .	1	
Winthrop Public Library, <i>Winthrop, Mass.</i> . . . . .		1
Wisconsin. Secretary of State, <i>Madison</i> . . . . .	1	
State Board of Health, <i>Madison</i> . . . . .	2	
Wisconsin Agricultural Experiment Station, <i>Madison, Wis.</i> . . . . .		7
Wisconsin Free Library Commission, <i>Madison, Wis.</i> . . . . .	2	1
Wisconsin State Historical Society, <i>Madison, Wis.</i> . . . . .	13	
Withington, Dr. Charles F. . . . .	1	

	Vols.	Nos.
Wittig, Edward C. . . . .	8	
Woburn Public Library, <i>Woburn, Mass.</i> . . . .		1
Wolcott, Governor Roger . . . . .	1	
Wolverhampton Free Library Committee, <i>Wolverhampton, England</i> . . . . .		2
Woman's American Baptist Home Mission Society . . . .	1	
Woman's Board of Missions of the Congregational Church . . . . .	2	
Woman's Medical College of Pennsylvania, <i>Philadelphia, Pa.</i> . . . .	1	1
— Students' Association . . . . .	1	
Woman's Medical College of the New York Infirmary for Women and Children, <i>New York City</i> . . . . .		1
Woman's Relief Corps, Department of Massachusetts . .	1	
Woman's Voice . . . . . 1898-99 subscription		7
Women's Educational and Industrial Union . . . . .		6
Women's Institute Library, <i>London, England</i> . 1 broadside	2	
Wood, Allen F., <i>New York City</i> . . . . .	1	
Wood, Henry . . . . .	2	
Wood Music Co. . . . .	1	
Woodbridge, S. Homer . . . . .		1
Woodbury, Charles J. H. . . . .	1	
Woodruff, Rev. C. Eveleigh, <i>Faversham, England</i> . . . .	1	
Woodruff, Thomas T., <i>La Junta, Col.</i> . . . .	2	
Worcester, Mass., City of . . . . .	3	
Worcester, Mass., Free Public Library . . . . .		1
Worcester Academy, <i>Worcester, Mass.</i> . . . .		1
Wright, Isaac A., <i>Kansas City, Mo.</i> . . . . 51 broadsides		
Wycliff Society, <i>London, England</i> . . . . .	21	
Wyoming. Secretary of State, <i>Cheyenne</i> . . . . .	1	2
Wyoming Agricultural Experiment Station, <i>Laramie, Wyo.</i> . . . .		2
Yale University, <i>New Haven, Conn.</i> . . . . .	3	2
— Library . . . . .	2	
— Observatory . . . . .		1
Yarmouth Herald, Publishers of, <i>Yarmouth, Nova Scotia</i> .	1	
Yearly Meeting of Friends, <i>Philadelphia, Pa.</i> . . . .		1
Yersin, Misses M. and J., <i>New York City</i> . . . . .	1	
Yoneyama, U., <i>Tokio, Japan</i> . . . . .	1	
Young, Prof. C. Howard, <i>Hartford, Conn.</i> . . . . .	1	
Young Men's Christian Associations of North America, International Committee, Trustees of, <i>New York City</i> . .	1	1
Young Men's Christian Association of the City of New York . . . . .		1
Zaborowski, Dr. S., <i>Paris, France</i> . . . . .	1	
Zaehnsdorf, Joseph W., <i>London, England</i> . . . . .	1	
Zoological Society of Tokio, <i>Tokio, Japan</i> . . . . .		3
Zürich, <i>Switzerland</i> , Stadtbibliothek . . . . .		1
	478	576

## APPENDIX XIV.

ORDERS OF THE CITY COUNCIL AND MEMORANDUM  
OF PETITIONS, ETC.

The following are the orders passed by the City Government during the year ending January 31, 1899, which have been communicated to the Trustees as affecting the Library Department :

CITY OF BOSTON,

IN BOARD OF ALDERMEN, March 7, 1898.

*Ordered*, That the Trustees of the Public Library be requested to include in their estimates of appropriation for the Library Department for the current year the sum of fifteen hundred (1,500) dollars for the purpose of establishing a reading-room and delivery station of the Public Library, in the vicinity of the junction of Hampden and Dudley streets, Roxbury.

Passed. Sent down for concurrence. March 10 came up concurred.

A true copy.

Attest :

(Signed)

JOHN T. PRIEST,

*Assistant City Clerk.*

CITY OF BOSTON,

IN COMMON COUNCIL, March 24, 1898.

*Ordered*, That the Trustees of the Public Library be authorized to draw from the city treasury the sum of fifteen hundred (1,500) dollars to be placed in the hands of the Library Auditor for meeting petty current expenses, to be accounted for before the close of the fiscal year: the same to be charged to the appropriation for the Library Department.

Passed. Sent up for concurrence.

IN BOARD OF ALDERMEN, March 28.

Concurred. Approved by the Mayor, March 31, 1898.

A true copy.

Attest :

(Signed)

JOHN T. PRIEST,

*Assistant City Clerk.*



CITY OF BOSTON,  
IN COMMON COUNCIL, May 19, 1898.

*Ordered*, That the Trustees of the Public Library, through His Honor the Mayor, be requested to erect a flag-staff and fly a flag therefrom, in front of the Central Library Building; the expense of the same to be charged to Library Appropriation.

Passed. Sent up for concurrence.

IN BOARD OF ALDERMEN, May 23.

Concurred.

The foregoing order was presented to the Mayor, May 24, 1898, and was not returned by him within ten days thereafter.

A true copy.

Attest:

(Signed)

JOHN T. PRIEST,

*Assistant City Clerk.*

The following reply of the Librarian, dated June 9, 1898, was approved by the Trustees June 10, 1898:

June 9, 1898.

HON. JOSIAH QUINCY,

*Mayor:*

DEAR SIR, — In behalf of the Trustees I beg to acknowledge the receipt of a copy of an order of the City Council as follows:  
(Order as above.)

With reference to the above I beg to state that there is already, and has been for some time past, a flag-staff *projecting* in front of the Library building; and that a flag has been displayed thereon consecutively for weeks past, and was so displayed at the time the above order was introduced.

Very respectfully,

(Signed)

HERBERT PUTNAM,

*Librarian.*

CITY OF BOSTON,  
IN COMMON COUNCIL, December 29, 1898.

*Ordered*, That the Trustees of the Public Library be requested, through His Honor the Mayor, to submit to the Board of Apportionment in their annual estimates, an additional sum of two thousand (2,000) dollars, to be expended for the establishment

of a reading-room in the vicinity of Andrew square, South Boston.

Passed. Sent up for concurrence.

IN BOARD OF ALDERMEN, December 31.

Concurred.

A true copy.

Attest:

(Signed)

JOHN T. PRIEST,  
*Assistant City Clerk.*

CITY OF BOSTON,

IN COMMON COUNCIL, January 26, 1899.

*Ordered*, That the Trustees of the Public Library, through His Honor the Mayor, be requested to establish a reading-room in Ward 13.

IN COMMON COUNCIL, January 26, 1899.

Referred to His Honor the Mayor.

(Signed)

DANIEL J. KILEY,  
*President.*

CITY OF BOSTON,

IN COMMON COUNCIL, January 26, 1899.

*Ordered*, That the Trustees of the Public Library be requested and authorized, through His Honor the Mayor, to establish a Public Reading-room in the building formerly the pumping station, and now used for ward-room purposes, on Elmwood street, Roxbury.

FREDERICK W. KLEMM, Ward 21.

IN COMMON COUNCIL, January 26, 1899.

Referred to His Honor the Mayor.

(Signed)

DANIEL J. KILEY,  
*President.*

#### MEMORANDA.

Two petitions were received during the year, one from residents praying for a Branch Library at Grove Hall, one from District 13 Conference of the Associated Charities, for a Reading-room

and Delivery Station in Ward 17. In addition, communications have been received from seven private sources recommending the establishment of stations in several sections of the city.

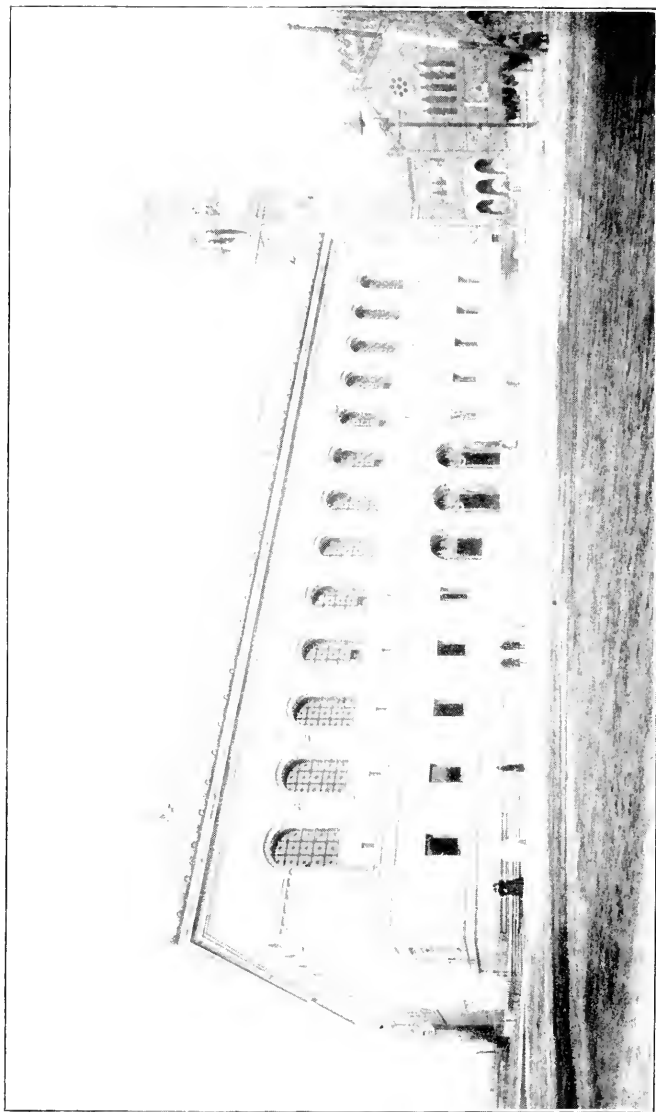
From time to time question has been raised as to the proper form of a gift or bequest for the benefit of the Library. The following form is therefore appended. The Trustees are a corporation, and are entitled to receive and hold bequests. Gifts or bequests to the city for the benefit of the Library would of course be equally applied to its uses :

#### FORM OF BEQUEST.

I give and bequeath unto The Trustees of the Public Library of the City of Boston, a corporation created by and existing under the laws of the State of Massachusetts, the sum of \_\_\_\_\_ dollars, to be applied for the benefit of the Public Library of the City of Boston.







CENTRAL LIBRARY BUILDING, COPLEY SQUARE



